



Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY

To

M/s

---

---

---

---

Dear Sirs,

Reference : TENDER ENQUIRY NO. 0014/WPN/FP/49

DATED 03-8-18

You are requested to submit quotations for the items noted in the schedule to the tender. Offers 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 11:00 hours on 05-SEP-18 and must reach this office on or before 10:30 within the 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: 0014/WPN/FP/49

Tender to be opened on: 05-SEP-18

Address as follows:-

GM-PPC-WPNS,

RABITA HALL

POF WAH CANTT

1.3 If envelope does not indicate reference of TEs or received late the same may be returned up-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.

Contd.....P-2

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, 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 FOB. The consignment will be shipped through Pakistan National Shipping Corporation (PNSC). In case there is no PNSC service in the country of shipping, please quote on C & F basis. The freight should be indicated separately. Insurance premium should not be included in the quoted price. However, where insurance is considered necessary, advice to that effect should be given in the quotation.

2.8 Submission of the offer through an agent in Pakistan should be avoided. In case it is considered inevitable, the agent's quotation must invariably be accompanied by the original proforma invoice from the principals/manufacturers.

2.9 Country of origin and port of shipment to be stated

2.10 The offer of the principal must clearly indicate whether the rate quoted is inclusive of agent's commission, and if inclusive rate of commission included be specified.

2.11 Suppliers will render necessary information regarding hazardous effects on environment, of the materials/products supplied by them, in their quotations and shipping/despatch documents

2.12 If the requisite information is not furnished on the T.E form or offer received is not in conformity with the requirement of the T.E each 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.

Contd.....P-3

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.

**3.3 TENDER SAMPLE**

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.

**4. ACCEPTANCE OF OFFERS**

4.1 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.

**4.2 PERFORMANCE BOND**

(a) The successful bidder will provide Performance Bond at the rate of 10% of F.O.B value of the contract in favour of Controller Military Accounts (CMA) POF Wah Cantt. The Performance Bond will be furnished in the form of Deposit At Call Receipt (CDR) from any scheduled bank in Pakistan or an unconditional bank guarantee on prescribed proforma covered by any scheduled bank in Pakistan. The performance Bond shall be furnished within 45 days from the date of opening of Letter of Credit. It shall be valid for a period of 12 months after the date of expiry of letter of credit. If the Performance Bond is not furnished within the prescribed time of 45 days, the Purchaser reserves the right to:

- i. Impose penalty @ 1% per month of the value of CDR/BG.  
(Clause-42 (a i) is not applicable in case of procurement of Plant/Equipment/Machinery items).
- OR
- ii. Cancel the contract and make other arrangements for purchase of the stores at the risk and expense of the Supplier.

(b) No Performance Bond will be required if the total FOB value of the contract is less than US \$50,000 and contract is placed directly on the foreign Supplier.

**4.3 FAILURE TO SUPPLY THE STORES**

All deliveries must be completed by the specified date. In case of 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.

**4.4 PAYMENT**

Payment will normally be made by means of irrevocable letter of credit. Unless otherwise stated 90% payment will be released on submission of despatch documents to Bank while balance 10% payment will be released on receipt and acceptance of store by the consignee.

All Bank charges incurred in Pakistan in connection with the establishment of L.C. will be borne by the Purchaser, whereas all Bank charges incurred in connection with drawing of payment including charges for confirmation of L.C. by the advising Bank/Foreign Bank will be borne by the Supplier.

**5. 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 authorised 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 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 Faithfully

(NAEEM AHMED)  
MANAGING DIRECTOR-W  
for PAKISTAN ORDNANCE FACTORIES

Tele 051-9055-21015

Fax 051-9271400

Telex mdwpm@pof.gov.pk

**PAKISTAN ORDNANCE FACTORIES**

POF 1262

SCHEDULE TO TENDER NO.

0014/WPN/FP/49

DATED

03-8-18

**(1) FOR MATERIALS**

(1) Item No.	(2) Description with Specs. etc.	(3) Unit	(4) Qty	(5) Price Per Unit FOB or free delivery		(6) Delivery Date
				In Figures	In Words	
1	TOOTHED WASHER A 4.3 DIN 6798 (Mn Phr 20f) A 4.3 ████████████████████	NO	13600			
2	TOOTHED WASHER A 5.3 DIN 6798 (Mn Phr 20f) ████████████████████	NO	17000			
3	BALL, 3 MM-III-6 DIN 5401 ████████████████████	NO	52000			
4	TOOTHED WASHER J 5.3 DIN 6797 (Mn Phr 8f) ████████████████████	NO	35200			
5	LOCKING WASHER J 8.4 DIN-6798 (Mn Phr 10 f) Drawing NoDIN - 6798 ████████████████████	NO	15300			

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

Specification:-

**(3) Special Conditions 01 AS ANNEX 'A'**

**(4) Undertaking**

Should our offer be accepted, we hereby undertake to supply the stores/render the 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 and cost.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature of the Tenderer \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Income Tax G.I.R. No \_\_\_\_\_

## **Special Conditions:**

1. Part-I and Part-II quotations will be enclosed in separate sealed envelopes for each tender inquiry. For identification purpose, the words "TECHNICAL QUOTATION PART-I WITHOUT PRICE" and "COMMERCIAL QUOTATION (PART-II) WITH PRICE" shall be written in BLOCK CAPITAL LETTERS on the respective sealed envelopes which will be placed in a large envelope bearing complete details of the tender inquiry. Only technical offers will be opened on the specified dates.

2. Participating firms should have not defaulted in any contract with any govt. organizations within or outside Pakistan.

3. Firm should not be blacklisted in any of the govt. organizations with in or outside Pakistan. In this regard firm should provide "No Blacklisting Cert".

4. Firms having excellent past record of supply / experience as far as quality and timely provision of store is concerned will be given preference.

5. In case of indigenous/local manufacturing firms, only those will be considered who have sound well established technical setup and have local manufacturing capabilities.

6. Rates will be quoted on FOB Wah Cantt basis. Offer maximum discount while submitting your quotation.

7. Over writing and cutting of any nature in the quotation will not be accepted.

8. Bids must reach in time as per TE opening date & time.

9. Bids money and Tender fee must be attached as mentioned in the TE.

10. Correct nomenclature of the offered goods, quantity, unit rate, drawing & specifications must be clearly mentioned.

11. Bid should be duly signed by the authorized person.

12. Company profile indicating vision, mission, establishment, business details; after sale service, financial health must be attached.

13. Detail of business with POF & POF registration certificate (copy) if registered & the Company / Firm is not in default against any contract with POF.

14. Detail of supply of similar goods to other customers.

15. Delivery period would be clearly mentioned.

16. Performance Bond/CDR(Bank Guaranty) submission confirmation would be mandatory.

17. Confirmation regarding settlement of inspection related issues with the respective inspection agency would have to be made.

18. Export license related a matter is the sole responsibility of supplier & it would not because of delay in execution of the contract. Confirmation to this effect has to be made.

19. Confirmation of acceptance of all terms & conditions mentioned in the TE.

20. Proof of ATL, NTN, Professional Tax Certificate & Certificate of registration with FBR.

21. Offer through E-mails/Fax will not be entertained.

22. 100% Payment will be made after receipt and acceptance for firms participating first time with POF.

## **Bid Qualification Criteria**

- i. Preliminary Examination**
- ii. Qualification Criteria (Commercial + Technical)**

### **Preliminary Examination**

The evaluation process will begin immediately after opening of the Application/Bid/Proposal with a preliminary examination to verify the overall completeness of the Application/Bid/Proposal received as required by the weapons factory before undertaking their detailed examination or evaluation. Any deviation from bidding document which have a direct impact on substance of bid or material deviation will be examined, A material deviation is one which:

- a) Has an effect on the validity of the bid; or
- b) Has been specified in the bidding documents as grounds for rejection of the bid; or
- c) Is a deviation from the commercial terms or the technical specifications in the bidding documents.

NOTE: Rejection at this stage puts the Application/Bid/Proposal out of any further considerations.

### **Qualification Criteria (Commercial + Technical)**

Technical and Commercial Qualifying criteria are the minimum and/or maximum requirements in our TE that will be evaluated on a pass/fail basis.

Participating firms should meet the following criteria with:-

- (1) Minimum 60% score in every individual category/sub category.
- (2) 70% aggregate score of all categories.
- (3) Acquiring less than 90% score against technical specification / parameters despite have over all scores above the given thresholds will be considered disqualified.
- (4) The scoring would be done as under;

<b>Serial</b>	<b>Description</b>	<b>Maximum Points</b>
(a)	Financial Soundness	15
(b)	Past Experience / Record	15
(c)	Technical Specification	70
<b>Total</b>		<b>100</b>

## Financial Soundness

Serial	Description	Max Points	Explanation for Marks Obtained
a	Annual turnover of last 3 x Financial Years / Annual sales of company (Third Party generated verifiable audit reports for last three financial years to be provided).	05	Full Marks will be given to bidder whose 3 years turnover (as per audit financial report) will equal to or higher than Rs. 100Mn. Marks of remaining bidders will be calculated as per following formula:- FormulaScore = $(Y1+Y2+Y3) \times 10/100Mn$ *(Y1, Y2, Y3 respective annual turnovers of last three years)Note: All calculation will be done in Rs. other currency (if any) will be converted into Rs with applicable conversion rate.
b	Working capital of last financial year. (Third Party generated verifiable audit report of last financial year to be provided).	05	bidder whose working capital will be equal to or higher than Rs. 100 Mn. Marks of remaining bidders will be calculated as per following formula:- Formula Score= $(X1) \times 5$ X1= Working Capital of last year Note: All calculation will be done in USD, other currency (if any) will be converted into Rs with applicable conversion rate.
c	Litigation History with POF or any other Govt Org, An undertaking must be given by foreign suppliers/Local suppliers will submit judicial affidavit on stamp paper.	05	Full marks will be given if there is no litigation history, marks will be deducted if litigation history is there.
<b>Total</b>			<b>15</b>



**Past Experience**

<b>Serial</b>	<b>Description</b>	<b>Max Points</b>	<b>Explanation for Marks Obtained</b>
a	Sales of similar nature affected over last 10 years. (Attested and verifiable copies of related contracts be attached)	7.5	Full marks will be given to supplier, if the no of contracts for similar nature of goods exceeds by 10.
b	Sale of similar nature of goods to W-Factory & other POFs units	7.5	Full marks will be given if the number of contracts for working with W-Factory exceeds by 10.
<b>Total</b>			<b>15</b>

## Technical Specifications

Serial	Description	Max Points	Explanation for Marks Obtained
a	Country of origin (Preference will be given, if country/Area of origin is same as mentioned in drawings or catalogue).	20	Preference will be given to suppliers who are quoting directly as an OEM or from same origin sources.
b	Preference will be given to those, who are directly quoting or those trading houses which have more than 10 years of supplying experience for similar nature of goods to POF	15	Full marks will be given if manufacturers are quoting directly. Renowned trading houses having experience of supplying the same materials will also get same marks.
c	Quoting TE specs as it is or in conformity with TE.	15	Any offer must be accompanied by respective data sheets/technical literature. There should be no ambiguity in Specs.
d	Confirmation of technical specs, material, heat treatment, operation and respective technical data sheet are must.	20	Warranty guarantee and life cycle assement certificate will be compulsory to submit with the offer.
<b>Total</b>			<b>70</b>