



Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
Tender Enquiry

To,

✓ P P R A ISLAMABAD.

Dear Sir,

Reference: **TENDER ENQUIRY NO. 0030-IP-WPN-49**, DATED: **28-09-2018**

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

**1.SUBMISSION OF TENDER.**

- 1.2 Tenders will be opened at "**Room No. 3, Bid Centre, adjacent to Rabita Hall,** POF Wah Cantt at **1100 hours on 24-10-2018** and must reach CR Section, POF Wah Cantt on or before 1030 upto due date. The tender received late will not be entertained. You may witness the opening of the tender 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:	<b><u>0030-IP-WPN-49, dated 28-09-2018,</u></b>
Tender to be opened on:	<b><u>24-10-2018.</u></b>
Address as follows:	<b><u>GENERAL MANAGER-PPC-WEAPONS,</u></b> <b><u>CR Section, C-04 Building,</u></b> <b><u>POF WAH CANTI.</u></b>

- 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 QUOTATION.**

- 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.

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".

- 2.4 The quotation must remain valid for, at least 90 days from the date of open of tender.
- 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.
- 2.8 Conditional offers or alternative offers are likely to be ignored.
- 2.9 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 **WAH CANTI**.

In this case octori 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 cases of Sales Tax and relevant authority in the case of others. Offers without these clarifications and inclusive of
- 2.9 Taxes and Duties levied on or after Tender opening date or on 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 dept., 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 of T.E such offer shall be ignored.
- 2.12 The 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**

- 3.3 Supplies shall be subject to the inspection and acceptance by the competent inspection authority nominated by the Purchaser, who will arrange in 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 an replaced with the acceptable stores by the Supplier at

**Contd....P-3**

**4. TENDER FEE.**

The tender must be accompanied by a non-refundable fee by means of a crossed postal order / pay order of Rs. 500/- in favour of: **Director Admin, POF WAH CANTT.**

**4.7 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

**5. BID MONEY**

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

**MD-WEAPONS, POF WAH CANTT**

Tender received without Bin Money & Tender Fee will be rejected.

5.2 Bid Money of the unsuccessful tenderers will be returned as soon as the scrutiny of the tenders is completed. Bin 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.

3.4 State owned organizations are not required to provide Bid Money.

**6. ACCEPTANCE OF OFFERS.**

6.1.1 The procuring agency may reject all bids or proposal at any time prior to the acceptance of a bid or proposal. The procuring agency 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.

6.1.2 Procuring agency shall incur no liability, solely by virtue of its invoking sub-rule (1.1) towards suppliers or contractors who have submitted bids or proposal.

6.1.3 Notice of rejection of all bids or proposal shall be given promptly to all suppliers or contractors that submitted bids or proposal.

**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 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 store in POFs on a prescribed format. The performance Bond will be in favour of CMA (POF) Wah Cantt. It will be returned on satisfactory completion of contract.

(m) 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.

**Contd....P-4**

**6.3 Performance Bond** form 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. 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; 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 CMA (POF) through crossed cheques 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 employee must not communicate any information relating to the any sale/purchase of store under this enquiry to any person other than the manufacturer or to 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, drawing etc. if any, enclosed herewith even if you are unable to quote.

**8. 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,



SAJJAD MEHMOOD)  
General Manager-PPC- Weapons  
POF/WAH CANTT

Tele # 051-9055 21046  
Fax # 051-9271400  
E-mail # [mdwpm@pof.gov.pk](mailto:mdwpm@pof.gov.pk)

**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 from elsewhere at our risk & cost.

<b>Place</b> _____	<b>Signature of the Tenderer</b> _____
<b>Date</b> _____	<b>Name</b> _____
<b>Official Stamp</b>	<b>Position</b> _____
	<b>Address</b> _____
	<b>Income Tax G.I.R. No.</b> _____

**PAKISTAN ORDNANCE FACTORIES**SCHEDULE TO TENDER NO. 0030-LP-WPN-49.DATED: 28-09-2018**FOR MATERIALS**

(1) Item No.	(2) Description with Specs. Etc	(3) Unit	(4) Qty	(5) Price / Unit (FOR) or Free Delivery		(6) Delivery Date
				In Figures	In Words	
01.	ALUMINUM OXIDE ABRASIVE CLOTH BELT, Size: 160 X 1600 mm, Grade 120 F, Types CS 631 W, BS-4481	No.	210			
02	FLEXIBLE ABRASIVE DISC, DIA 115 MM, GRIT 40	No.	100			
03	ALUMINUM OXIDE METAL WORKING CLOTH IN BELT FORM, Size: 45 X 3000 mm, Grit 100 F, Types CS 631 W,	No.	920			
04	ALUMINUM OXIDE METAL WORKING CLOTH IN BELT FORM, Size: 45 X 3000 mm, Grit 80 F, Types CS 631 W,	No.	730			
05	ALUMINUM OXIDE METAL WORKING CLOTH IN BELT FORM, Size: 50MM X 50 METER, Grit 180,	No.	45			
06	EMERY CLOTH METALITE, SIZE: 24" Wide X 50 Meter Length, Grade: P 400	Roll	03			
07	MOLYKOTE POWDER Z COMPOSITION: Molybdenum Disulphide Colour Black, Consistency Free Flowing Powder Purity M O S 2, Content: 98% Water Moisture Content 0.02%	Kg	10			

**Special Conditions: -**

- Inspection Authority: M.D-Weapons
- Only Registered suppliers (with sales tax and income tax department) who are on Active Tax Payers List (ATL) on FBR are eligible to supply goods or services to Govt. Department. (ATL with Business Name must be attached with offer).
- Payment to the registered persons may be linked with the Active Tax Payers Status of the suppliers as per FBR Database if any registered supplier is not in ATL his payment should be stopped till the files his mandatory returns and appears on ATL of FBR.
- Fax Offers, e-mail offers, conditional offers and offers with less / without Bid Money & Tender Fee will not be entertained.
- Kindly send Technical and Commercial quotation separately.

## **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.**
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 within 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.

## **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 50% 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	25
(b)	Past Experience / Record	25
(c)	Technical Specification	50
<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).	12.5	Full Marks will be given to bidder whose 3 years turnover (as per audit financial report) will equal to or higher than Rs. 150 Mn. Marks of remaining bidders will be calculated as per following formula:-Formula Score = (Y1+Y2+Y3) x10/USD 20 Mn *(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).	7.5	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) x 5 USD. 10 Mn 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.	5	Full marks will be given if there is no litigation history, marks will be deducted if litigation history is there.
<b>Total</b>			<b>25</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)	15	Full marks will be given to supplier, if the no of contracts for similar nature of goods exceeds by 05.
b	Sale of similar nature of goods to Weapons Factory & other POFs units		10
<b>Total</b>			<b>25</b>