



Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY

To

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Dear Sirs,

Reference : TENDER ENQUIRY NO. 0041 / HVN / FP / 50 DATED:- 23-08-2019

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 (Technical Part/Offer) will be opened at 1030 hours on 01-10-2019 and must reach in the office of incharge Bid Centre POF Wah Cantt 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 Procurement method is single stage two envelope as per PPRA Rules 36 (b), therefore bids/offers must be quoted as per TE clause 2.2 instead of 2.1. The outside of the envelope should be inscribed with:-

Tender Enquiry No: 0041 / HVN / FP / 50 DATED:- 23 - 08 - 2019

Tender to be opened on: 01-10-2019

Address as follows:-

INCHARGE BID CENTER  
PAKISTAN ORDNANCE FACTORIES  
WAH CANTT (PAKISTAN)

Though:-

I/C CR  
POF WAH CANTT

- 1.3 If envelope does not indicate reference of TEs or received late the same will 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.

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2.2 For Plant and Machinery/Material/Store, you are required to quote in two parts:-

Part I "Technical Offer": It should exclusively give technical details/specification/parameters and literatures/ brochures of the offered plant, machinery, equipment, material and 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 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 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 Supplier will render necessary information regarding hazardous effect on environment, of the materials/products supplied by them, in their quotation and shipping/dispatch 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 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.

Contd....P/3

- 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 specified time.

#### TENDER SAMPLE

- 3.3 Where required offer must accompany tender sample, strictly according to the description 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 samples thereof against previous T.E.

#### 4. ACCEPTANCE OF OFFERS

- 4.1.1 The procuring agency may reject all bids or proposals 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
- 4.1.2 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 proposals.
- 4.1.3 Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractor that submitted bids or proposal.

#### 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) Wah Cantt (Pakistan). The Performance Bond will be furnished in the form of Deposit AT Call Receipt 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 Bank Guarantee.
- ii. Cancel the contract and make other arrangement 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 dates. 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; or, to purchase from elsewhere, the unsupplied stores at the risk and cost of the supplier.

Contd....P/4

#### 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 dispatch 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.

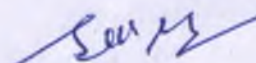
The tenderer and his employees must not communicate any information relating to the sale / purchase of stores under this enquiry to any person other than the manufacturer or to any press or agent not authorized in writing by POFs to receive it.

Please return the schedule to the tenderer 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 liable to be removed from the approved list.

Yours Faithfully



ASSTT MANAGER - PURCHASE  
For PAKISTAN ORDNANCE FACTORIES

Tele: +92-992-810001, 3 Ext. 28287, 28257 & 28273

Fax: +92-992-810318

e.mail: [mdhvn@pof.gov.pk](mailto:mdhvn@pof.gov.pk)

**PAKISTAN ORDNANCE FACTORIES****SCHEDULE TO TENDER NO. 0041 / HVN / FP / 50 DATED:- 23-08-2019****FOR MATERIALS**

(1) Item No	(2) Description with Specs. Etc.	(3) Unit	(4) Qty	(5) Price Per Unit FOB or C & F		(6) Delivery Date																										
				In Figures	In Words																											
1.	<b><u>DI - BUTYLE PHATHALATE (D.B.P)</u></b> <b><u>Spec. No. QHC 1-3-72</u></b>	M.T	12																													
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2) For Plant &amp; Machinery:

Specification:-

(3) Special Conditions:-

- Quotation submitted on Schedule to T.E must be signed/stamped.
- Quotation Strictly according to our requirement, specification and TE term and conditions. Quote all parameter of specification and the bid being technically deviated from any parameter of the specification shall be outrightly rejected.
- Store will be supplied in standard packing.
- Offer should be on C&F Karachi basis showing sea freight charges separately.
- Offer should only be forwarded if the supplier has authorization/Export permit for export of store.
- All Chinese and Hong Kong based firms must quote rates in RMB (Chinese Yuan)
- In case of submission of quotation on behalf of foreign principal, the conditions attached as Annex 'A' are applied.

(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 1282, 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 \_\_\_\_\_

Documents Required In Case Of Submission of Tender by local firm  
OR  
On Behalf of Foreign Principal

- i. Proof of being OEM or his authorized dealer.
- ii. Company Profile
- iii. Financial status showing annual turn over.
- iv. Detail of contracts finalized with POFs & other Govt. depts.
- v. Only registered supplier (with Sales Tax & Income Tax Dept) who are on Active Tax Payer List (ALT) of FBR are eligible to supply store/service..
- vi. Proof of registration with any Government depts.
- vii. Bid Money @ 2% (for registered firms with POFs) and 5% (for un-registered firms) of the quoted value should accompany the tender (Commercial Offer) in shape of Call At Deposit Receipt from any scheduled bank drawn in favour of MD-POF Hvn Cantt.
- viii. Tender fees i.e. Rs 500 (Postal order) non-refundable should also accompany the tender (with Technical offer).
- ix. Offer in local currency without tender fee i.e., Rs. 500 (Postal Order) & bid money will not be considered.

Note:- If in case of non provision of above mentioned information (From Sr. No i to ix of Annex "A") the offer will be rejected accordingly.