



POF 1262  
(FOREIGN SUPPLIES)

Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY

To

M/s

Dear Sirs,

Reference : TENDER ENQUIRY NO. 0063/WPN/FP/49

DATED <sup>25</sup>~~20~~-JUL-19

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 <sup>11:00</sup> hours on <sup>30</sup>~~20~~-AUG-19 at Bidding Centre adjacent to Rabita Hall, POF Wah Cantt. and must reach at below mentioned address before 30 Minutes of opening time. 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: 0063/WPN/FP/49  
Tender to be opened on: 30-AUG-19  
Address as follows:-

GM-PPC-WPNS

ROOM NO. 3 BID CENTRE,

ADJACENT TO RABTA HALL,

- 1.3 If envelope does not indicate reference of T.E. or received late the same may be returned un-opened.
- 1.4 Tender "By Hand" can be delivered at Bid Center, Rabita Hall, POF Wah Cantt.

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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Note:- Strict Compliance Special Conditions

as per Annex "A"

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.

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  fully

(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.

0063/WPN/FP/49

DATED

25  
-JUL-19

**(1) FOR MATERIALS**

(1)	(2)	(3)	(4)	(5)		(6)
Item No.	Description with Specs. etc.	Unit	Qty	Price Per Unit FOB or free delivery		Delivery Date
				In Figures	In Words	

1	ECCENTRIC (Mn Phr 10 f) 01-0112.03	NO	3067			
	01-0112.03					

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

**(3) Special Conditions**

**(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 \_\_\_\_\_  
Postion \_\_\_\_\_  
Address \_\_\_\_\_  
Income Tax G.I.R. No \_\_\_\_\_



**Special Conditions:**

1. Quotation/Offer shall be submitted such as that one envelope shall have the Technical Specifications of the store along with the quantities to be offered against the exact number of the item as per the Tender and second envelope shall have the prices. Moreover "TECHNICAL QUOTATION" and "COMMERCIAL QUOTATION" shall be written in BLOCK CAPITAL LETTERS on the respective sealed envelopes which shall be placed further in a large envelope bearing complete details of the tender inquiry. **ONLY TECHNICAL OFFERS WILL BE OPENED ON THE SPECIFIED DATES.**
2. **The offered quantities in any case shall not exceed by 5% against the demanded quantities. Moreover, if the firm wants to offer the excessive quantities with lower price then firm must first submit the price against the demanded quantities and then mention the prices against the excessive quantities as second option. Offer based only on quantity in excess to 5% will be rejected.**
3. **Rates shall preferably be on FOB basis and actual freight against each item shall be mentioned. Otherwise standard freight charges will be considered while evaluation of offers.**
4. Local Manufacturers will be given preference but in case of local manufacturer, firm shall clearly indicate at top of the Technical offer i.e. "LOCAL MANUFACTURER" and if considered necessary purchaser may ask to visit the manufacturer's premises for confirmation.
5. In case, imported item is being offered, **country of origin** must be mentioned.
6. Participating firms should have not defaulted in any contract with any govt. organizations within or outside Pakistan.
7. Firm should not be blacklisted in any of the govt. organizations with in or outside Pakistan. In this regard firm should provide "No Blacklisting Certificate".
8. Firms having excellent past record of supply/experience as far as quality and timely provision of store is concerned will be given preference.
9. Over writing and cutting of any nature in the quotation will not be accepted.
10. Bid money and Tender fee must be attached as mentioned in the TE.
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 supply of similar goods to other customers.
14. Performance Bond/Bank Guarantee submission confirmation would be mandatory.
15. Confirmation regarding settlement of inspection related issues with the respective inspection agency would have to be made.
16. Export license related matter is the sole responsibility of supplier & it shall not cause delay in execution of the contract. Confirmation to this effect has to be made.
17. Proof of ATL, NTN, Professional Tax Certificate & Certificate of registration with FBR.

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18. 100% Payment will be made after receipt and acceptance for firms participating first time with POF.
19. On demand, the bidder will invariably provide advance sample of the offered items within the time limit specified by the purchaser. In case advance samples are not provided by due date, their offer will be set-aside/ignored.
20. In case of incomplete or missing info the offers will not be entertained and discarded on spot.