



Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY

To

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

Reference : TENDER ENQUIRY NO. **3521-2-48-Gen-Capt-Pur-AA, dt. 08-11-2018**

You are requested to submit sealed quotations for the materials as notified in the schedule of the tender. Please note the following instructions for filling the tender:-

1. **SUBMISSION OF TENDER**

- 1.1 Tenders will be opened at **1230 hours** on **13-12-2018** and must reach on or before **1200 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 offer should be included in one envelope. The outside of the envelope should be inscribed with:-  
Tenders Enquiry No.: **3521-2-48-Gen-Capt-Pur-AA, dt. 08-11-2018**  
Tender to be opened on **13-12-2018 at 1230 hours**  
Address as follows:-

**Managing Director**  
**Artillery Ammunition Factory**  
**Pakistan Ordnance Factories,**  
**Wah Cantt, Pakistan.**  
**Fax : 051-9314100 & 051-9271400,**  
**Email : [mdaa@pof.gov.pk](mailto:mdaa@pof.gov.pk)**

- 1.3 If envelope do not indicate reference of T.E. or received late the same may be returned un-opened.

2. **GENERAL INSTRUCTIONS REGARDING PREPARATION OF QUOTATIONS:**

- 2.1 For dispatch/delivery of the stores, the freight should be filled in column 7 & 8 and delivery date in column 9 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 The quotation must remain valid for, at least 90 days from the date of opening of tenders.
- 2.3 The quotation should hold good for any reduced or enhanced quantities without notice.

- 2.4 In the event of non-acceptance of offer, no intimation will be given to the Tenderers.
- 2.5 Conditional offers or alternative offers are likely to be ignored.
- 2.6 Taxes and Duties etc. where applicable, must be shown separately, quoting reference to Registration No. Sales Tax and relevant authority.
- 2.7 If the requisite information is not furnished on the T.E. forms or offer received is not in conformity with the requirement of T.E. such offer shall be ignored.
- 2.8 POF AA-Fy, Wah Cantt will render necessary information regarding hazardous effects on environment of the material/products to be dispatched by them, alongwith dispatch documents.

### 3. **DESPATCH INSTRUCTIONS**

- 3.1 The firm will provide the shipment/dispatch schedule in advance.
- 3.2 Trans-shipment will not be allowed.
- 3.3 The firm will declare Cargo and other particulars i.e. weight, qty., material/store & freight etc. on BOL strictly as per documents provided by POF AA-Fy, Wah Cantt.
- 3.4 The Ship will not pass on any Indian/Israeli, Seaport enroute the destination.
- 3.5 As soon, shipment is taken place, the necessary shipping documents i.e. mate receipt, copy of BOL will be provided to POF AA-Fy, Wah Cantt for prompt submission of documents to the client/bank.
- 3.6 Ensure timely and safe delivery of store to the consignee.
- 3.7 Cargo will not be mis-declared.
- 3.8 Where containerization is mandatory any other form of stuffing shall be done after approval of POF AA-Fy, Wah Cantt.
- 3.9 All documents will be provided by POF AA-Fy, Wah Cantt through Embarkation Head Quarters Keamari, Karachi for the custom clearance of import consignment.
- 3.10 The store will be shipped from UK-Seaport strictly in accordance with current /existing international rules & regulations.
- 3.11 In case of failure of the firm / freight forwarder, POF AA-Fy, Wah Cantt, reserve the right to place / award the contract on any compatible bidder at the risk & cost of the freight forwarder.

### 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.**

### 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 / Pay Order / Banker's Cheque from a scheduled Bank drawn in favour of:-

**Managing Director-AA  
POF, Wah Cantt.**

- 5.2 Tenders received without Bid Money will be rejected.
- 5.3 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.
- 5.4 State owned organizations are not required to provide Bid Money.

6. **ACCEPTANCE OF OFFERS.**

POF AA-Factory may cancel/reject any one or all the tenders at any time prior to the acceptance of bid or proposal. AA-Factory shall upon request communicate to any Freight Forwarder who submitted a Bid or proposal the grounds for its rejection of all bids or proposal but is not required to justify those grounds.

7. **PERFORMANCE BOND.**

7.1 The successful bidder shall provide Performance Bond @10% of the value of contract, in the form a Deposit at Call (CDR) within 15 days from receipt of letter of intent from a scheduled Bank; or, an un-conditional Bank Guarantee on a prescribed format. The performance Bond will be provided in favour of **CMA (B&G-POF), Wah Cantt.** It will be returned on satisfactory completion of contract.

7.2 If the Freight Forwarder fails to furnish the Performance Bond within the specified time, such failure will constitute a breach of the contract and POF AA-Fy, Wah Cantt will be entitled to make other arrangements to hire services at the risk and expense of the freight forwarder.

8. **PAYMENT**

Payment will be made by CMA (B&G-POF), Wah Cantt.

9. **SUBLETTING**

The freight forwarder will be entirely responsible for the execution of the contract in all respect according to the terms of the contract. The freight forwarder shall not sublet, transfer or assign the contract or any part thereof without prior written permission of POF AA-Fy, Wah Cantt.

10. **SECURITY OF INFORMATION**

The freight forwarder and his employees must not communicate any information relating to the dispatch/nature of stores under this enquiry to any person or to any press or agent not authorized in writing by POF 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.

Yours faithfully,

**Managing Director-AA**  
for PAKISTAN ORDNANCE FACTORIES

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Tele: 0092-51-9055-21035

Fax: 0092-51-9271400  
e-mail: [mdaa@pof.gov.pk](mailto:mdaa@pof.gov.pk)

**PAKISTAN ORDNANCE FACTORIES**

SCHEDULE TO T.E NO. 3521-2-48-Gen-Capt-Pur-AA, dt. 08-11-2018

- (1) **Collection of machine parts/material of Acme Gridely 2-5/8"x 8-Spindle Automatic Machine from M/s. PGS Global Logistics Warehouse, Birmingham, England, transportation upto UK-Seaport, shipment by Sea from UK-Seaport to Karachi-Seaport, transportation from Karachi to POF, Wah Cantt and handing over the consignment to MD-AA C/o Dy. Director-Stores POF, Wah Cantt:**

<b>Detail of Boxes:</b>								
Sr. No.	Nomenclature	Net Weight (Kgs)	Gross Weight (Kgs)	Dimensions of Wooden Boxes (LxWxH) cm	Qty. of Boxes	Rate	Total Freight	Delivery Period
1	2	3	4	5	6	7	8	9
i.	Gear Box	1950	2060	191 x 136 x 145	01			
ii.	Spindle Carrier & Stem, Tool Slide & Blanks for Carrier Housing	1133	1238	212 x 81 x 90	01			
iii.	Top Slide Drum Shaft and Drum Shaft (including keys)	360	395	388 x 28 x 27	01			
iv.	Head Stock, Carrier Clamp Pads, Clamp Pad Springs, Original Indexing Plunger Bush & Plunger	1431	1521	136 x 96 x 145	01			
v.	Blanks for Tool Slide Bushes, Blank for Spindle Carrier Stem Bushes, Tool Slide Bushes & Gear Box Support Bush	36	46	93 x 25 x 35	01			
<b>Volume of 05 x Boxes: 7.58 M<sup>3</sup> (approx.)</b> <b>Net Weight: 4910 Kgs (approx.)</b> <b>Gross Weight: 5260 Kgs (approx.)</b>								

**Additional information:**

- TA-London (as per address mentioned below) will ensure sea worthy packing of boxes in collaboration with M/s. PGS Global logistics, England.
- Store is required to be collected from PGS Global, Birmingham by the Freight Forwarder.
- Collection of machine Parts from M/s. PGS Global Logistics Warehouse, Birmingham, England (as per address mentioned below), transportation upto UK-Seaport, shipment by Sea from UK-Seaport to Karachi-Seaport, transportation from Karachi to POF, Wah Cantt and handing over the consignment to MD-AA C/o Dy. Director-Stores POF, Wah Cantt is the responsibility of the Freight Forwarder:-

M/s. PGS Global Logistics Warehouse,  
248 Mackadown Lane,  
Kitts Green, Birmingham, **England.**  
Tel: +44(0)121 783 0202  
Fax: +44(0)121 783 3636  
e-mail: [info@pgsglobal.co.uk](mailto:info@pgsglobal.co.uk)

Mr. Muhammad Iqbal  
Technical Attache,  
High Commission for Pakistan,  
36 Lowndes Square London,  
SW1X 9 JN, **England.**  
Tel: +44 2076 649 222 (Office)  
Cell: +44 7925 649 849  
Fax: +44 2076 649 230  
e-mail: [talondon@pof.gov.pk](mailto:talondon@pof.gov.pk)

- Store is custom exempted and necessary documents will be provided by POF.
- No. of boxes: 05
- List of Machine Parts/ Material is enclosed as Annex-'B'.

(2) **Special Conditions:** (For local based freight forwarders)

- i. Offer without Bid money and Tender Fee will not be considered.
- ii. Date and stamp of the postal order must be visible, Sales Tax registration number & NTN certificates must be attached.
- iii. Professional Tax Certificate issued by respective Govt. (Province) authority must be provided.
- iv. The documents as per Annex-‘A’ are required to be submitted by quoting firms (first time) for their permanent enlistment for issuance of future enquiries.

(3) **UNDERTAKING:**

Should our offer be accepted, we hereby undertake to ship / render the services contracted on the basis of Conditions of Contract embodied in contract agreement, and to deposit the performance Bond within the prescribed time, failing which it will constitute a breach of contract, and POF, Wah Cantt will have the right to dispatch the stores elsewhere at our risk and cost.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Income Tax G.I.R No. \_\_\_\_\_

**SOP FOR ENLISTING OF FREIGHT FORWARDERS**

**a. Company’s Comprehensive Profile showing the following:**

- i. Date of establishment.
- ii. Incorporation status (duly supported with incorporation certificate)
- iii. Paid up Capital
- iv. List of Directors
- v. List of Branches within and outside Pakistan with complete addresses and contract details of Branch Heads.
- vi. List of all business that the company is engaged with including freight forwarding.
- vii. Organizational set up, Staff strength showing General Managers, Managers, Executives etc.
- viii. Affiliation with international freight forwarding networks.
- ix. Registration with other Government, Defence and Semi-Government Organizations.
- x. List of reputed National & International Clients duly supported with Performance Satisfaction Letters issued by at least 3 satisfied National & International clients each.

**b. DG Air Freight & Sea Freight Profile:**

- i. List of all Weapons or Parts airfreight / sea freight shipments handled during last 3 years duly supported with corresponding copies of AWB / BOL.
- ii. List of all DG airfreight/sea freight shipments handled during last 3 years duly supported with corresponding AWB/BOL copies.
- iii. List of all staff members holding valid DG license duly supported with corresponding copies of valid DG certificates.
- iv. List of all DG Sea freight shipments handled during last 3 years duly supported with corresponding copies of BOL.

**c. Air/Sea Charter Profile:**

- i. List of all the Air/sea charters arranged during last 2 years for the transportation of Military /Defence Cargo.
- ii. Representation authorization by at least 1 international Air/Sea Charter Company having a fleet of 5+ cargo aircrafts/ship involved in transportation of military/defence cargo.

**d. Registration Requirements:**

- i. Undertaking on judicial stamp paper duly notarized; that the firm has never been engaged in any criminal activities and has never been black listed for poor performance by any organization in Pakistan.
- ii. Nomination of company’s rep to deal with POF.
- iii. Enlisting of Firm is subject to security clearance by FIU.

**LIST OF MACHINE PARTS/MATERIAL - ACME GRIDELY 2-5/8”X 8-SPINDLE  
AUTOMATIC MACHINE**

<b>Sr. #.</b>	<b>Description</b>	<b>Qty. (Nos.)</b>
1.	Head Stock	01
2.	Spindle Carrier & Stem	01
3.	Original Indexing Plunger Bush AM-40091 & Plunger	01
4.	Carrier Clamp Pads – A940161	04
5.	Clamp Pad Springs – XA-2	04
6.	Tool Slide	01
7.	Tool Slide Bushes	02
8.	Gear Box Support Bush	01
9.	Gear Box	01
10.	Blanks for Tool Slide Bushes	02
11.	Blank for Spindle Carrier Stem Bushes	01
12.	Blanks for Carrier Housing	02
13.	Top Slide Drum Shaft (including keys)	01
14.	Drum Shaft (including keys)	01