



GOVERNMENT OF PAKISTAN
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

M/s

Dear Sirs,

Reference: TENDER ENQUIRY NO. 5167-58-LP-CAPT-SJL Dated 16-11-2018

You are requested to submit quotations for the item(s) noted in the Schedule to the Tender. Offer 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 **1030** hours on 06-12-2018 at Bid Center near Rabta Hall POF Wah Cantt and must reach this office on or before **1000** Hours upto 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: 5167-58-LP-CAPT-SJL Dated 16-11-2018
Tender to be opened on: 06-12-2018
Address as follows:-

BID CENTRE ROOM #.1 ADJACENT TO RABTA HALL POF WAH CANTT

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 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.

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:-
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 POF Sanjwal
In this case Octori duty will be payable by the supplier.
- 2.8 Taxes and Duties etc. where applicable, must be shown separately, quoting reference to Registration No. in cases of Sales Tax and relevant authority in the case of others. Offer without these clarifications and inclusive of Taxes and Duties may be ignored.
- 2.9 Taxes and duties levied on or after Tender opening date or on or 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 Deptt, that he has cleared all Professional Tax payable by him" offers received without this certificate will be rejected.
- 2.11 Suppliers are required to sign annexure–A attached to this contract document regarding Declaration of Fees, Commissions and Brokerage etc., paid or intended to be paid by them of Goods, Services and Works in case of contracts exceeding Pak. Rs.10.00 million (or its equivalent in foreign currency) in value.
Note:- Clause No. _____ are not applicable in this contract.
Please acknowledge receipt and return one copy of the Contract duly signed.
- 2.12 If the requisite information is not furnished on the T.E forms or offer received is not 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.
- 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.

4. TENDER FEE

The tender must be accompanied by a non-refundable fee by means of a crossed postal order/pay order for Rs 500/- in favour of Director Admin POFs Wah Cantt.

4.1 TENDER SAMPLE

Where required, offer must a company 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.

5. BID MONEY

5.1 Bid Money at the rate of 2% (for registered firms) and 5% (for unregistered 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 General Manager concerned purchase.

Tenders received without Bid Money will be rejected.

5.2 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.

5.3 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 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.

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 proposals.

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

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 a 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 C.M.A. POF Wah Cantt. It will be returned on satisfactory completion of the contract.

(b) 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.

6.3 Performance Bond from 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. 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 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.

6.5 PAYMENT

- a. Payment will be made by the C.M.A (POF) through crossed cheque 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 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 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 be liable to remove from the approved list.

Yours faithfully,

(Muhammad Arshad)
Managing Director
for Pakistan Ordnance Factories

Tele NO: **057-9316253-256**

Fax NO: **057-9316252**

E-MAIL ADDRESS: **mdsjl@pof.gov.pk.**

SCHEDULE TO TENDER ENQUIRY NO. **5167-58-LP-CAPT-SJL**DATED: **16-11-2018.**

TO BE OPENED ON

06-12-2018

Sr. No.	Description of store	A/U	Qty.	Price per unit	Delivery date / Period
1	Supply, Fabrication and Installation of HVAC Ducting System , according to 33000 cfm air flow (max.) Size: 50 x 18 meter. As per attached Annexure-A	Lot	01		

SPECIAL TERMS & CONDITIONS

- A. Rates quoted should clearly indicated inclusive or exclusive of sales tax otherwise it will be assumed that rates are inclusive of sales tax.
- B. Amount of performance bond and outstanding payment of bill against other contracts shall not be treated as bid money etc.
- C. All manufacturers of taxable goods and importer are required to be registered with the sales tax department and to issue tax invoices in respect of all their sales and all the supplier are advised to provide the sales tax invoices whenever they buy taxable goods from any manufacturer/ importer. The production of these invoices may also be attached when supplies are made by supplier/ contractors. If a supplier claims that he is neither an importer nor a manufacturer and not authorised to issue tax invoices, then he will provide sales tax invoices issued by the concerned registered importer/manufacturer from whom such supplier had procured the goods.
- D. Tender fee should be attached with technical offer and bid money should be attached with commercial offer.
- E. Authorization letter:- Firm will provide authorization from OEM
- F. In case of foreign make units the firm will provide export permit for Pakistan .
- G. In case pre-shipment Inspection /training is required to be carried out prior to shipment Supplier will be bound to bear the charges incurred in Air Traveling to and fro, Boarding/Lodging, Inland TPT charges and general medical to POF team.
- H. Supplier will submit alongwith the offer an undertaking that he will provide spares sufficient for two years on free of cost alongwith the machine and supplier will also ensure availability / supply of spare for the machine being supplied upto a period of 10 years.

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 elsewhere at our

PLACE: _____
DATE: _____

SIGNATURE OF THE TENDERER: _____
NAME: _____
POSITION: _____
ADDRESS: _____

Bid Qualification Criteria - POF Sanjwal

1. Bids must reach in time as per TE opening date & time.
2. Bids money and Tender fee must be attached as mentioned in the TE.
3. Correct nomenclature of the offered goods, quantity, unit rate, drawing & specifications must be clearly mentioned.
4. Bid should be duly signed by the authorized person.
5. Company profile indicating vision, mission, establishment, business details, after sale service, financial health must be attached.
6. Detail of business with POF & POF registration certificate (copy) if registered & the Company / Firm is not in default against any contract with POF.
7. Detail of supply of similar goods to other customers.
8. Delivery period would be clearly mentioned.
9. Performance Bond / CDR (Bank Guaranty) submission confirmation would be mandatory.
10. Confirmation regarding settlement of inspection related issues with the respective inspection agency would have to be made.
11. Export license related a matter is the sole responsibility of supplier & it would not be cause of delay in execution of the contract. Confirmation to this effect has to be made.
12. Confirmation of acceptance of all terms & conditions mentioned in the TE.
13. Proof of ATL, NTN, Professional Tax Certificate & Certificate of registration with FBR.

Points To be Considered While Preparing Commercial Bid

Commercial offers in the line with the following clarification would be considered acceptable otherwise the same will stand rejected.

- a. FOR/FOB & C&F Cost of Machine alongwith accessories etc.
- b. List & Cost of Tooling.
- c. List & Cost of Spare Parts for two years.
- d. Cost of Training & installation / Commissioning charges.
- e. Acceptance of travelling expenditure of PSI team including boarding / lodging, air ticket, inland traveling charges & 30% DA.
- f. Confirmation regarding terms of payment 70% against shipping documents & 30% after installation & successful commissioning at POF Sanjwal.
- g. Confirmation regarding obtaining of export permit.
- h. Confirmation regarding submission of 10% Performance Bond.

Material

The following must be attached with the bid:-

1. Chemical composition of the offered grade. (Aluminum, Steel , Plastic, Chemicals, Lubricants)
2. Mechanical properties.
3. Origin of supplies.
4. Sizes & tolerances.
5. Finished state of the material to be supplied.
6. In case heat treatment is involved to achieve the mechanical properties, confirmation & detail of the process.
7. In case length of the material has been mentioned in TE, tolerance on the provided length to be mentioned.
8. Detail of qualification testing of the offered material
9. Packing to prevent damage, rust & other atmospheric effects to be indicated.
10. Confirmation regarding availability of test data during manufacturing process.

Finished Parts / Store

The following must be attached with the bid:-

1. It would be confirmed that the drawings & specifications mentioned in the TE would be followed.
2. Specified materials would be utilized.
3. Quality would be as specified.
4. Test data can be made available on request.
5. Any quality issue observed during assembly & use would be addressed.
6. For highlighted quality issues, no rework would be carried out until & unless it is permitted by the buyer.
7. Against reported defects, proper investigation would be carried out and remedial measures notified.
8. Upon request data of similar defects reported in past & remedial measures taken would be presented.
9. No change in design would be carried out.
10. Delivery time would be adhered to.

SPECIFICATION OF DUCTING SYSTEM

Description of Work.		Unit.	Qty.
Nomenclature	Supply, Fabrication & Installation of HVAC Ducting system according to 33000 cfm air flow (max.) in H-35/36 shop (size: 50x18 meter).	lot	01
Duct Work & Accessories	a. Supply, Fabrication and Installation of G.I. ducting & Sheet Metal work complete with hangers, bracings, splitter dampers as per ASHRAE standard. US Gauge 24 US Gauge 22 US Gauge 20	Sft Sft Sft	1146 5030 950
	b. Supply & installation of pre-assembled flexible duct connector's factory fabricated with coated woven fabric and G.I. Collars both by means of double lock seam on each side as per ASHRAE standard.	Rft	85
	c. Supply & installation of washable metallic filters made of minimum 12 mesh layers.	Sft	40
	d. Supply & installation of Aluminum air devices as per ASHRAE standard. Supply/Return grill. Fresh Air Louver.	Sft Sft	135 06
	e. Supply & installation of 18 gauge G.I. Sheet dampers as per ASHRAE standard.	Sft	34
	Pipe Work & Accessories	Supply, fabrication and installation of PVC Piping for drain pipe size: Dia 1 Inch	Rft
Duct Insulations	a. Supply & installation of Fiber Glass blanket insulation of density 16 Kg/m ³ having factory applied FRK facing protected with equally spaced aluminum bands over insulation 1" thick for indoor installed ducts 2" thick for outdoor installed ducts	Sft Sft	5310 1400
	b. Supply & installation of 1" thick Fiber Glass Sound Liner of density 24 Kg/m ³ complete with adhesives and sealers as per ASHRAE standard.	Sft	220
	c. Supply & installation of 26 gauge G.I. Sheet cladding over insulations as per ASHRAE standard.	Sft	7610

Related Electrical Works	Supply & installation of following Electrical works. a. Control circuit wiring from AC unit to inside the shop. b. Provision and installation of 03 x digital temperature controller. c. All electrical equipment inside shop should be safe from intrinsic spark and electrical wiring be concealed in flame proof conduits.	Lot	01
Miscellaneous	a. Painting of all metal hangers and metal structures.	Job	01
	b. Related Civil works including wall / slab cutting, patching, plastering etc.	Job	01
Functional Trial	After completion of job functional trial will be conducted for two week before acceptance.	-	-
Warranty/ Guaranty	Firm will provide 01 year warranty/guaranty from the date of execution satisfactory functional trial run.	-	-