

Government of Pakistan
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

To

M/s. _____

Dear Sirs,

Reference: TENDER ENQUIRY NO. No. 0001-Conservancy-Estate-51-HVN DATED 23-09-2021

You are requested to submit quotations for the provision of conservancy services at POF Hvn as required vide Schedule to this 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 Tender (**Technical Part**) will be opened at **1030 hours on 14-10-2021** and must reach 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 **PPRA rule / method is Single Stage Two envelopes as per PPRA Rule-36(b), therefore, bids/offers must be quoted in Two Parts as per TE clause 2. The outside of the envelope should be inscribed with:-**

Tender Enquiry No: 0001-Conservancy-Estate-51-HVN Dated 23-09-2021.

Tender to be opened on: 14-10-2021.

Address as follows:-

Incharge Bid Centre
Adjacent to Rabta Hall,
POF Wah Cantt.

Through:-
I/C CR
POF Wah Cantt

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

2. GENERAL INSTRUCTIONS REGARDING PREPARATION QUOTATIONS

2.1 For all type of stores/services, you are required to quote in two parts:-

Part I “Technical Offer”: It should exclusively give technical details and literatures/brochures of the offered services/material/machinery/equipment/manpower as well as validity date; delivery schedule; and signed undertaking given on the schedule to this Tender Enquiry. **It must not indicate price, costs etc.** You may use a separate sheet if necessary.

Part II “Commercial Offer”: It should indicate the commercial terms e.g. price, terms of payment, mode of payment, mode of supply/services.

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”**.

- 2.2 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 services 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 Quotations should be based on conservancy services at POF Havelian.
- 2.7 Taxes and Duties etc. where applicable, must be shown separately, quoting references to Registration No. in case of Sales Tax and relevant authority in the case of others. Offer without these clarification and inclusive of Taxes and Duties may be ignored.
- 2.8 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.
- 2.9 The firm/contractor 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.
- 2.10 The firm/contractor will render necessary information regarding hazardous effects on environment of the material/products/services supplied/provided by them, in their quotation.
- 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.

3. INSPECTION

- 3.1 The conservancy services (in accordance with the scope of work) rendered by the firm/contractor will be subject to the inspection and acceptance by the competent inspection authority i.e Manager Admin POF Hvn or any other officer nominated by MD-POF Havelian,

4. TENDER FEE

The tender must be accompanied by a non-refundable fee by means of a crossed Postal order/Pay/ Order amounting to **Rs. 500/-** in favour of **MD POF HAVELIAN CANTT**. This should be attached with Part-I Technical Quotation.

- 4.1 Offer must be in conformity with scope of services/work defined in this Tender Enquiry..

5. BID MONEY

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

M.D. POF HAVELIAN CANTT

Tenders received without Bid Money will be rejected.

Bid Money should be attached with Part-II Commercial Quotation, however, as a proof only CDR No. & date (without indicating value) may be mentioned in Part-I Technical quotation.

- 5.2 Bid Money of the unsuccessful tenderer 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 POF-Havelian reserve the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal and 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.

6.2 PERFORMANCE BOND

- a) The successful bidders shall provide performance bond which shall not exceed 10% of the contract amount, in the form of a Deposit at Call Receipt from a scheduled Bank; or, an un-conditional Bank Guarantee valid for 12 months.(extendable if required). The Performance Bond will be in favour of CMA-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 POF Hvn shall be entitled to make other arrangements for hiring of contractual services at the risk and expense of the Supplier.
- c) **Performance Bond** from state owned organization may be waived off at the discretion of the competent authority.

6.3 FAILURE TO SUPPLY THE STORES/ SERVICES.

All deliveries/services must be by the specified date. IF the failure to deliver the stores/render services within the scheduled time should have arisen from “**Force Majeure**”, which the consignee 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 maximum of 10% of the total contract value of the particular stores/services which remained unsupplied/unrendered either in part or in full; or, to purchase/hire from elsewhere, the unsupplied stores/unrendered services at the risk and cost of the supplier/firm.

6.4 PAYMENT

Payment will be made by CMA-POF-HVN. through crossed cheque on monthly basis subject to satisfactory performance vetted by Manager-Admin-POF Havelian Cantt.

- 6.5 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

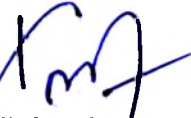
The tenderer and his employees must not communicate any information relating to the services/conservancy work under this enquiry to any person or to any press or agent not authorized in writing by POFs to receive it.

Please return the Schedule to the Tender/scope of work 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 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



(Irfan Qamar)

**Manager Admin-POF Havelian
For PAKISTAN ORDNANCE FACTORIES**

Tele. No. 0992-810001, 810003 Ext. 28273
e.mail: mdhvn@pof.gov.pk

Fax 0992-810318

PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO No. 0001-Conservancy-Estate-51-HVN DATED: 23-09-2021

To be opened on 14-10-2021

FOR MATERIALS/SERVICES

| (1) | (2) | (3) | (4) | (5) | | (6) |
|---------|--|------|-----|-------------------------|-----------------------------------|---------------|
| Item No | Description with Specs. Etc. | Unit | Qty | Quoted Price | | Delivery Date |
| | | | | Price per Month (in Rs) | Total Price for 12 Months (in Rs) | |
| 1 | Conservancy Services at POF Havelian Cantt. Complete scope of work & Terms/Conditions are enclosed. Period of agreement=12 Months | Job | 01 | | | |

- i. Quoted price will be inclusive of all applicable taxes.
- ii. Bid money must be submitted (at the rate mentioned in clause No. 5) for Total value for 12 months.

(2) For Plant & Machinery:

Specifications:-

(3) Special Conditions:

1. Proof of registration with taxation deptt must be enclosed by mentioning NTN/Sales tax No. etc.
2. Quotation must be according to our requirement / Scope of work & terms & conditions,. The conditional or technically deviated offers from our terms/conditions as well as specifications/scope of work shall be out rightly rejected.
3. Offer without complete Bid Money & Tender Fee (Postal Orders/Pay order) in accordance with clause No. 4 & 5 will not be entertained.
4. Fax/E.Mail offer will not be entertained.
5. Quotation submitted on Schedule to TE must be signed/Stamped.
6. Basic Price and Sales Tax (if any) should be quoted separately.
7. In case, the order is placed on your firm, Professional Tax Certificate (if required) will be provided by the firm.

(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 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 risk and cost.

Place _____

Date _____

Signature of Tenderer _____

Name _____

Position _____

Address _____

Income Tax G.I.R. No _____

Official Stamp _____

Detail of Scope of Conservancy Services/Work and Requirement of Machinery/workforce and other conditions etc.

Scope of Work

1. Main Conservancy Functions

- 1.1 Collection/lifting and shifting/disposal in an environment friendly way all types of garbage/ solid waste/green waste and includes but not limited to domestic/commercial garbage, rubbish, shrub, tree cutting of any condition and (Dry, semi-dry or wet)filth, sewerage water, qurbani waste on Eid-ul-Azha as well debris mixed with garbage and inseparable from it or separated, dug soil debris from over 40 x garbage points/bins randomly located in estate area POF Hvn to trench ground on daily basis.
- 1.2 Maintenance and general cleanliness of POF Hvn Estate area, along the GT road within factory limit including sweeping of roads/streets, removal of wild growth, grass cutting, leveling of soil/pathways, clearance of surface drains/nullahs etc within Estate area, POF Hvn.
- 1.3 Plantation, seasonal flowers, preparation of flower beds, beautification, maintenance of parks within Estate area. The firm will be responsible to plan and purchase plants, seeds, seasonal flowers, saplings etc. and will bear the cost/expenses thereof.
- 1.4 Dog killing in POF Estate area, Havelian.
- 1.5 Sweeping/cleanliness of routes / venues in case of VVIP visits and other functions organized by POFs or with the approval of POFs.
- 1.6 All types of garbage/waste will be disposed off by the firm/contractor with minimum harm to the environment.
- 1.7 Any special task assigned in relation to cleanliness/sanitation.

2. Machinery / Equipment

- 2.1 The firm/contractor will deploy following state of the art machinery / equipment in good serviceable condition having POF Sanitation Deptt Logo to carry out the assigned task with bare minimum following machinery/equipment.

| Sr.# | Mac Machinery / Equipment | Qty |
|-------------|----------------------------------|------------|
| a. | Compactor | 1 |
| b. | Tractor with Hydraulic Trolley | 1 |
| c. | Tractor with Lawn Mower/Sweeper | 1 |
| d. | Bush/grass cutting machines | 4 |

- 2.2 The firm will deploy additional relevant machinery where required for execution of functions as mentioned in Clause-1 (1.1 to 1.7) above.

3. Manpower

- 3.1 The firm/contractor will employ sufficient manpower/ human resource for execution of the assigned task but not less than following:-

| Sr.# | Description | No of Manpower |
|-------------|--------------------|-----------------------|
| i. | Supervisor | 01 |
| ii. | Driver | 03 |
| iii. | Labourer/ Sweepers | 12 |
| iv. | Nullah Cleaner | 06 |
| v. | Mali | 08 |
| vi. | Dog Killer | 01 |
| Total | | 31 |

- 3.2 Manpower detailed should be medically fit and monthly medical tests will be arranged by the firm from POF Hospital on payment.
- 3.3 Manpower employed will wear uniforms (approved by POF Hvn) which will be provided by the firm and protective gears like masks, gloves during performance of duty.

3.4 The firm/contractor shall employ only Pakistani national having valid NADRA CINIC and **pay them not lesser than the applicable minimum wages per month as fixed by the Federal Govt amended from time to time.**

4. **Inspection**

4.1 Inspection of each and every area/every aspect of scope of work will be carried out by any officer nominated by POF Hvn as per the assigned scope of work and satisfactory performance certificate will be issued by Manager-Admin Hvn on the report of inspection that will accompany the contingent bill for payment to the contractor. In case of unsatisfactory performance, no certificate will be issued and payment will not be released.

5. **Security Clearance of employees**

5.1 Firm will abide by all rules and regulations or general demonstration of POF and will arrange for his employees to be in possession of valid CNIC in addition to possession of security pass/clearance by 699 FIU of POF Hvn. All the employees of firm will be subject to security clearance. In case any employee is not cleared or is subsequently found to be involved in illegal activities would have to be replaced by the firm.

6. **Performance Bond/Security Deposit**

6.1 The contractor shall deposit performance bond which shall not exceed 10% of the contract amount, in the form of Deposit At Call Receipt from a scheduled bank or an unconditional Bank Guarantee valid for 12 x months (extendable if required) in favour of CMA POF- Wah Cantt. It will be returned on satisfactory completion of the contract.

6.2 If the contractor fails to furnish the Performance Bond/Security Deposit within the specified period, such failure will constitute breach of contract and POF shall be entitled to make other arrangements for conservancy services at the risk and expense of the contractor for the rest of the period.

7. **Other Obligations**

7.1 The firm/contractor will provide and follow written work schedule of the scope of work to POF. POF may make any changes in that schedule at any time if deemed appropriate which would not be objected by firm/contractor.

7.2. The firm/contractor will not assign or sublet the contract fully or partially to other party without the written consent/ approval of POF HVN.If found of committing such violations as subletting or partnership with third party, the contract will stand terminated.

7.3. The firm/contractor will make available all the vehicles equipment and staff employed for execution of conservancy services and POF or any officer nominated by POF will carry out the inspection of the same at any time before or during execution of the contract. The firm/contractor will be bound to replace any vehicle, equipment or staff as considered unsuitable or unfit by the inspection authority.

7.4 The firm/contractor will pay all the token fee, challans etc. for any traffic violations of their vehicles at their own and will be responsible for all such clearance. POF will not be responsible for any such payments/clearance.

7.5 POF shall make efforts and assist the firm/contractor in stopping / minimizing scavenging activities in estate area.

8. **Penalty.**

8.1. In case, the firm/contractor is unable to procure a monthly inspection certificate issued by Manager-Admin Havelian as required under clause 4, the penalty of Rs. 10,000/- would be imposed on the firm/contractor in addition to stoppage of monthly payment. In case the firm/contractor is unable to procure two inspection certificates, POF Hvn may terminate the contract at its own discretion.

9. **Event of default**

9.1 In case the firm/contractor abandons the contract and / or do not proceed any further with the contract and/ or disgraced / violates any of the above terms or ceased to work further, POF Hvn will be authorized and at liberty to forfeit all pending payments and cancel the contract at the risk and cost of the firm/contractor for the remaining period.

10. **Failure to fulfill contractual obligations**

10.1 All contractual obligations must be completed by specified date, time given in the work schedule by the firm/contractor and standards. In case of failure to do the needful within the schedule time and as per the specified standards for which Manager-Admin POF Havelian will be the final authority, POF will be entitled to cancel the contract at the risk and cost of the contractor for the remaining period and/or impose penalty as approved by the competent authority i.e MD – POF Havelian.

11. **Amendment to the contract**

11.1 The contract may be amended/modified with the mutual consent of both the parties.

12. **Termination of contract**

12.1 POF can terminate the contract without assigning any reason by giving 30 x days notice to the Firm/contractor and payment of the amount for services already rendered by the firm shall be released by deducting the penalty if any imposed by POF.

13. **Dispute Resolution**

13.1 In case of any dispute, the matter shall be referred to Chairman POFs Board who shall act as Sole Arbitrator under the Arbitration Act, 1940. Any decision of Chairman POF Board shall be final and binding on both the parties.

14. **Indemnity and Liability**

14.1 The firm/contractor indemnifies POF from any loss that may occur due to illegal act and negligence of firm and its employees/staff while performing the services. The acts such as causing loss to human body or property shall be compensated by the firm/contractor and POF would indemnify at all time.

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 Hvn will have the right to purchase the stores/hire the services elsewhere at our risk and cost.

Place _____
Date _____

Signature of Tenderer _____
Name _____
Position _____
Address _____
Income Tax G.I.R. No _____
Official Stamp _____

FIRM/SUPPLIER'S CAPABILITY

1. NAME OF THE FIRM: _____
 ADDRESS: _____

2.1- TELE NO: _____

2.2- FAX NO: _____

2.3- E.MAIL ADDRESS: _____

2. WHETHER PUBLIC LTD, PRIVATE LTD, PARTNERSHIP
 OR SOLE PROPRIETOR SHIP: _____

3. ESTABLISHED SINCE: _____

4. CAPACITY: (Manufacturer/Service Provider/Agent to foreign firm) _____

5. IF MANUFACTURER, PROVIDE THE FOLLOWING DETAILS:

5.1- RANGE OF PRODUCTS MANUFACTURED: _____

5.2- DETAIL OF PLANTS MACHINERY AND MAJOR EQUIPMENT:
 (Attached separate sheet if required):

6. INSPECTION/QUALITY ASSURANCE FACILITIES: _____

7. ISO-9000 CERTIFIED IF SO ATTACH NECESSARY DOCUMENTS.

8. IF STOCKIST, PROVIDE FOLLOWING:-

8.1- DETAILS OF STOCKS HELD: _____

8.2- APPROX. STOCK VALUE: _____

8.3- LOCATION OF STOCK: _____

ORGANISATIONAL DETAILS

9. WHETHER THE IS REGISTERED WITH THE FOLLOWING DEPTTS.
 (Give registration No., Date and attach copies of the necessary documents)

9.1- DP/ARMY OR ANY GOVT./SEMI GOVT. DEPTT: _____

9.2- IMPORT TRADE CONTROL DEPTT: _____

9.3- SALES TAX DEPTT; _____

9.4- INCOME TAX DEPTT. _____

FINANCIAL STATUS: _____

(Bank certificate to be attached)

Signature of Tenderer _____

Name _____

Position _____

Stamp _____

**ELIGIBILITY REQUIREMENTS / MANDATORY EVALUATION CRITERIA
(KNOCK DOWN CLAUSES)**

Availability of following documents shall be checked on knockdown basis:

1. Registration with Registrar of Firms (Certified copy of Partnership Deed, along with Form C/D) OR SECP along with latest certified copy of Form 29 and A
2. Registration with Income Tax Authorities
3. Bidder(s) having any dispute with POF or have refused POF to offer their services during the past one year are not eligible to apply. Subsequently any service provider whose services have been discontinued due to poor performance will also not be eligible to participate in the bidding process.
4. Undertaking (on Stamp paper in a denomination of Rs. 100)
 - Firm is not blacklisted by any federal/provincial government department
 - Integrity Pact
5. Audited Financial Statements for the last three years or the latest of three years for which the audited financial statements are available with the bidders
6. Minimum ten (10) numbers of projects related to handling of machinery w.r.t transportation of waste/solid waste/municipal waste in last seven (07) years
7. Registration with PEC (at least Category C4), EOBI, Social Security and Professional tax
8. Minimum Annual Turn Over of 150 Million PKR/per year during the last three years.
9. Ownership proof of required machinery/equipments.
10. Employment proof of required work-force.

Note:

The bidder who fails to fulfill the above mentioned requirements of knockdown clauses shall not be evaluated further and will be declared non-responsive/Technically rejected.