



(INDIGENOUS SUPPLIES)
POF 1262-A

GOVERNMENT OF PAKISTAN
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

To

Dear Sir(s),

Reference: **TENDER ENQUIRY NO.0001-LP-CMC-51-I&M-PUR-II(A), DATED 08-11-2021.**

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 as per PPRA Rule 36 (a), i.e. Single Stage one Envelope procedure. Please note the following instructions for filling the tender:-

1. **SUBMISSION OF TENDER**

- 1.1 Tenders will be opened at **12:00 hours** on **29-11-2021** and must reach in **POFs Bid Center on or before 11:30** 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 tender should be included in one envelope. The outside of the envelope should be inscribed with:-

Tender Enquiry No: **0001-LP-CMC-51-I&M-PUR-II(A), DATED 08-11-2021.**
Tender to be opened on: **29-11-2021**
Address as follows:-

“DY.DIRECTOR-PURCHASE-II”
(Bid Centre, Adjacent to Rabita 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 AND EVALUATION CRITERIA:**

- 2.1 **For Materials:** The prices should be filled in column 5 and delivery date in column 6 of schedule to this Tender Enquiry. The undertaking should be signed at the bottom of the Schedule, which shall form Quotation. You may use a separate sheet if necessary. The case will be processed as per PPRA Rules / POF Procedure and contract will be awarded to the lowest evaluated bidder.
- 2.2 **For Plant and Machinery,** you are required to quote in two parts:-

“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 I

**NOT
APPLICABLE**

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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".

**NOT
APPLICABLE**

- 2.3 Quotation must be valid for 90 days (Extendable, if so desired) which will be effective after the date of acceptance of offer (Technical literature / sample) from our side.
- 2.4 The quotation should hold good for any reduced quantities without notice.
- 2.5 In the event of non-acceptance of offer, intimation may be given to the Bidders 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 store will be booked under Military Credit Note, to be provided by the purchase.

"Free delivery at POF's stores at Central Stores, POF, Wah Cantt".

In this case octroi duty if any, 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 If the requisite information is not furnished on the T.E forms or offer received is not conformity with the requirement / special conditions of the T.E such offer shall be ignored.
- 2.12 Suppliers will render necessary information regarding hazardous effects on environment, of the materials/products supplied by them, and material Safety Data Sheet (MSDS), in their quotations and shipping/dispatch documents.
- 2.13 Special Conditions must be carefully studied and confirmed.

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 **Rs. 500/-** by means of a crossed Postal Order / Pay Order for in favor of **Director-Admin, POF, Wah Cantt.**

4.1 **TENDER SAMPLE**

Offer must accompany tender sample (Where required) 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 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 with POF**) and **5%** (for **un-registered firms with POF**) of the quoted value, should accompany the tender in the shape of Call Deposit Receipt / Pay Order / Banker's Cheque, from a scheduled Bank drawn in favour of:-

“DY.DIRECTOR-PURCHASE-II, POF, WAH CANTT.”

“Tenders received without / less Bid Money will be rejected.

5.2 Bid Money of the unsuccessful bidders will be returned as soon as the scrutiny of the tenders is completed. Bid Money of the successful bidders 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 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.

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 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, 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 be liable to remove from the approved list.

Yours faithfully,

(AYESHA BANO)
MANAGER-PURCHASE-II (A)

Contact Details: -

Tele: **051-905522193**

Fax: **(051) 9271400 & 9314100**

Email: **ddscm2@pof.gov.pk**

PAKISTAN ORDNANCE FACTORIES

SCHEDULE OF TENDER ENQUIRY # 0001-LP-CMC-51-I&M-PUR-II(A), DT. 08.11.2021
OPENED ON 29-11-2021.

(1) FOR MATERIALS

(1)	(2)	(3)	(4)	(5)		(6)
Item #	Description of Store with Specification, etc.	A/U	QTY	Price Per Unit For Free Delivery		Delivery Date
				In Figures	In words	
Indent # 0001-LP-CMC-51-I&M Dt 01-09-2021						
01	Compact Disk Blank Writable, Sony/ Maxell or Equivalent (10 CDs in each Box) 700 MB.	Box	10			Within 03 Months after issuance of Contract
02	Blank Writable DVD Sony/ Maxell or Equivalent (10 DVD in Each Box).	Box	25			
03	HP INK CARTRIDGE Black for Plotter HP Design Jet 500 Series (Genuine Hp or Equivalent) HP-10 C-4844 A	No	06			
04	HP INK CARTRIDGE Cyan for Plotter HP Design Jet 500 Series (Genuine HP or Equivalent) HP-82 C-4911 A	No	06			
05	HP INK CARTRIDGE Magenta for Plotter HP Design Jet 500 Series (Genuine HP or Equivalent) HP-82 C-4912 A	No	06			
06	HP INK CARTRIDGE Yellow for Plotter HP Design Jet 500 Series (Genuine HP or Equivalent) HP-82 C-4913 A	No	06			
07	Printing Roll for HP Plotter, HP universal Coated paper part # Q1404B Size: 24in.x 150 Ft weight :90 gm/Sqr mtr thickness: 124 microns/4.9 mil	Roll	10			
08	HP Toner Cartridge for laser printer(Genuine or Equivalent) HP 1200 (C 7115 A)	No	30			
09	HP TONER CARTRIDGE for Laser Printer(Genuine HP or Equivalent) HP-1300 Q-2613 A	No	20			
10	HP TONER CARTRIDGE for Laser Printer (Genuine HP or Equivalent) HP-1320/1132 Q-5949 A	No	20			
11	HP TONER CARTRIDGE for Printer HP Laser jet Printer (Genuine HP or Equivalent) HP-1020,1018,3050,3052 (Q 2612 A)	No	30			
12	HP TONER CARTRIDGE for Laser Printer (Genuine HP or Equivalent) HP 1005 CB-435 A	No	20			
13	HP TONER CARTRIDGE for Printer HP Printer HP Laser jet (Genuine Hp or Equivalent) P 2015(Q-7553 A)	No	30			

14	HP Toner Cartridge for printer HP Laser Jet(Genuine HP or Equailvent) P-3015 (CE-255 A)	No	12		Within 03 Months after issuance of Contract
15	HP Toner Cartridge for printer HP Laser Jet(Genuine HP or Equailvent) HP-2055,2035(CE-505 A)	No	30		
16	HP Toner Cartridge for printer HP Laser Jet(Genuine HP or Equailvent) HP-1102 (CE-285 A)	No	50		
17	Ribbon for line Printer Printronix ultra capacity P-7000 Part #179499-001	No	06		
18	P-7000 Extended Life ribbon cartridge for Line Printer Printronix, Life 30000 Pages Model: P 7210 part No 255049-103	No	04		
19	HP Toner Cartridge for printer HP Laser Jet(Genuine HP or Equailvent) P-1566 (CE-278 A)	No	06		
20	HP Toner Cartridge Black for printer HP Color Laser Jet (Genuine Hp or Equivalent) CP-1025 (CE-310 A)	No	04		
21	HP Toner Cartridge Cyan for printer HP Color Laser Jet (Genuine Hp or Equivalent) CP-1025 (CE-311 A)	No	04		
22	HP Toner Cartridge Yellow for printer HP Color Laser Jet (Genuine HP or Equivalent) CP-1025 (CE-312 A)	No	04		
23	HP Toner cartridge Yellow for color Printer HP laser jet (Genuine HP or Equivalent) PRO 400 M 451 Dn CE 412 A (305 A)	No	04		
24	HP Toner cartridge Magenta for color Printer HP laser jet (Genuine HP or Equivalent) PRO 400 M 451 Dn CE 413 A (305 A)	No	04		
25	HP laser jet Print Cartridge for printer HP 600 M 602 (CE-390 A)	No	05		
26	HP Toner cartridge Black for color Printer HP laser jet (Genuine HP or Equivalent) PRO 400 M 451 Dn CE 410 A (305 A)	No	04		
27	HP Toner cartridge Cyan for color Printer HP laser jet (Genuine HP or Equivalent) PRO 400 M 451 Dn CE 411 A (305 A)	No	04		
28	HP Toner cartridge Magenta for Printer HP laser jet (Genuine HP or Equivalent) CP 1025 (CE 313 A)	No	04		
29	Printing Roll for HP Plotter, HP Universal Coated paper. Size 18in X 150 Ft Weight: 90 Gm/Sqr mtr thickness: 124 Microns/ 4.9 Mil	Roll	10		
30	HP Toner cartridge for Printer HP laser jet (Genuine HP or Equivalent) M 125 A/ MFP M 27 FN (83 A)	No	12		
31	HP Toner cartridge Black for color Printer HP laser jet (Genuine HP or Equivalent) M 252n (CF 400 A)	No	02		
32	HP Toner cartridge Cyan for color Printer HP laser jet (Genuine HP or Equivalent) M 252n (CF 401 A)	No	02		

33	HP Toner cartridge Yellow for color Printer HP laser jet (Genuine HP or Equivalent) M 252n (CF 402 A)	No	02		Within 03 Months after issuance of Contract
34	HP Toner cartridge Magenta for color Printer HP laser jet (Genuine HP or Equivalent) M 252n (CF 403 A)	No	02		
				Total Rs:	
				+ 17% GST:	
				TOTAL VALUE RS:	

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(3) For Plant & Machinery:-

Specifications:-

(4) Special Conditions:-

- i Rate & Sales Tax must be shown separately otherwise your quoted rates will be considered inclusive of G.S.T.
- ii Quotation not accepted without Bid Money & Tender Fee.
- iii Date and stamp of the Postal Order must be visible.
- iv a. Only registered suppliers (with Sales Tax and Income Tax Deptt.) Who are on Active Tax Payer List (ATL) of FBR are eligible to supply Good / Services to Government Departments.
b. The payment to the registered persons may be linked with the Active Taxpayer Status of the supplier as per FBR database. If any registered supplier is not in ATL, his payment should be stopped till his mandatory returns and appears on ATL of FBR.
- v Unregistered firms are required to provide Annexure–A duly filled Signed and Stamped along with quotation.
- vi Undertaking of T.E. Schedule should be returned duly Signed & Stamped with quotation.
- vii Status of firm with POF (registration / un – registered) should be mentioned in offer. Registered firms are required to provide copy of valid registration letter with POF.
- viii PTC must be obtained from Punjab Government.
- ix. Only one rate should be quoted against description of store on the Tender Schedule.
- x. The store must be provided within given delivery period of the contract.
- xi. In case of failure to supply the store within D.P, LD will be imposed as per procedure.
- xii. Photocopies of PTC, NTN, ATL (Sale Tax) & registration Certificate with POF (if registered) must be attached with quotation.
- xiii. **Quotation must be valid for 90 days which will be effective from the date of acceptance of samples / technical offers by Inspection Authority.**
- xiv. **Advance samples must be provided after intimation within a week after opening of tender, at consignee name DY. DIRECTOR - STORES & CMC, POFs Wah Cantt.**
- xv. The firm is responsible to supply the store according to the Description and Specification as mentioned in the Tender Enquiry.
- xvi. MSDS (Material Safety Data Sheet) may be provided along with each consignment.
- xvii. Items should be of reputed (OEM) branded will be preferred.
- Xviii The store should bear Warranty / Guarantee Certificate be supplied with Test Certificate (where required).
- xix. If the supplier has already supplied the same nature store then mention the contract no(s) in your quotation.
- xx. Any quantity of store, if found defective functionally will essentially be replaced by the supplier free of cost under his own arrangement.
- xxi. Store must be delivered / supplied within the delivery period of contract.
- xxii. Free delivery of all contracted items at central stores, POFs, Wah Cantt.
- xxiii. Offer received through email would not be entertained.

(5) UNDERTAKING:

Should our offer be accepted, we hereby undertake to supply the stores/render services contracted on the basis of 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 & cost.

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

SUPPLIERS'S CAPABILITY

ANNEXURE-A

1. NAME OF THE FIRM: _____
 ADDRESS : _____
 2.1- TELE: NO (INCLUDING MOBILE NUMBER OF AUTHORIZED SIGNATORY): _____
 2.2- FAX NO : _____
 2.3- E.MAIL ADDRESS : _____
2. WHETHER PUBLIC LTD, PRIVATE LTD, PARTNERSHIP OR SOLE PROPRIETERSHIP : _____
3. ESTABLISHED SINCE : _____
4. CAPACITY : (Manufacture/Stockiest/Agent to foreign Firm) : _____
5. IF MANUFACTURER, PROVIDE FOLLOWING DETAILS : _____

 5.1- DETAIL OF PLANTS, MACHINERY AND MAJOR EQUIPMENTS;
 (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 STOCKS: - _____
9. **ORGANISTIONAL DETAILS.**
 WHETHER THE FIRM IS REGISTERED WITH THE HOLDING 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 : _____

Name: _____

Designation: _____

Stamp: _____

