



POF 1262-A  
INDIGENOUS SUPPLIES

**Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY**

To

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

REFERENCE: **TENDER ENQUIRY NO. 0011-LP(SCM)-IT-CAPT-PUR-A, DATED: 07.06.2022**

You are requested to submit sealed competitive quotation for the item(s) noted on the schedule to the Tender as per PPRA Rule 36(b), i.e., single stage two envelope procedure. Please note the following instructions for filling the tender:-

**1. SUBMISSION OF TENDER**

1.1 Tenders will be opened at **1200** hours on **27.06.2022** and must reach **Bid Center adjacent to Rabita Hall** on or before **1130** 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 envelop should be inscribed with:-

**Tender Enquiry No: 0011-LP(SCM)-IT-CAPT-PUR-A, DATED: 07.06.2022**

**Tender to be opened on: 27.06.2022**

**Address as follows:-**

**"G.M.-PURCHASE-I Bid Center adjacent to Rabita Hall POF WAH CANTT"**

**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 separate sheet if necessary. Moreover, technical & commercial evaluation of Bids will be carried out strictly as per **PPRA rules** and contract will be awarded to the **lowest evaluated bidder**.

2.2 **For plant and machinery, as per PPRA rule 36(b), Single Stage Two Envelope method** is/will be utilized for "Open competitive bidding. Therefore, you are required to quote in two parts:-

**Part I "Technical Bid.** It should exclusively give technical details and literature/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 Bid":** 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".

**Note:- Since the instant tender is for Plant & Machinery item therefore, technical & commercial bids/terms must be sealed in Two Separate envelopes.**

- 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 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. **Free delivery 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 the offer was signed and dispatched will be allowed to include in the offered rates provided that clause 2.8 has been confirmed properly.
- 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 may be rejected.
- 2.11 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.
- 2.12 The supplier will render necessary information regarding hazardous effects on environment of the material/products supplied by them, along with dispatch documents.
- 2.13 Special conditions must be carefully studied and conformed.

### **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, the 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.

## 5. BID SECURITY

- 5.1 Bid Security at the rate of **2%** (for firms registered with POF) **and 5%** (for un-registered firms) of the quoted value, should be attached with the commercial part of the tender in the shape of Deposit At Call Receipt., from a scheduled Bank drawn in favour of:-

**“General Manager-Purchase-I, POF Wah Cantt.”**

Tenders received without /less Bid Security will be rejected.

- 5.2 Bid Security 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 Security.

## 6. ACCEPTANCE OF OFFERS

- 6.1 POF may reject all bids or proposals at any time prior to the acceptance of a bid/bids or proposal, 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 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** on the prescribed format. The Performance Bond will be in favour of **C.M.A., Wah Cantt** and 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 expenses** 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. 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 description, 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**; or, to **purchase from elsewhere, the unsupplied stores at the risk and cost of the supplier.**

**6.5 PAYMENT**

Payment will be made by the C.M.A. through crossed cheques on receipt/acceptance of stores on our prescribed bill form supported by receipt voucher & other essential documents on part/full supply basis.

**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.

Yours faithfully

MANAGER-PURCHASE-I

Copy to:-

Col Coord (Chairman Sectt)

Manager- SCM (Coord)

Manager-IT

Rep of 699 FIU

**Contact info:**

**Tele No. 051-4514-22269**

**051-9055-22269**

**051-4514-22126**

**051-9055-22126**

**Fax No. 051-9271400 & 051-9314100**

**E,mail: procurement@pof.gov.pk**

**SCHEDULE TO TENDER NO. 0011-LP(SCM)-IT-CAPT-PUR-A, DATED: 07.06.2022**

(1) For Plant &amp; Machinery:

(1)	(2)	(3)	(4)	(5)		(6)
Item No.	Description with Specs. etc.	A/U	Qty	Price per unit FOR or free delivery		Delivery Date
				In Figure	In Words	
01	Digital Photocopier Machine along with Complete Standard Accessories (Ricoh MP 6055 or Equivalent)	No	01			Immediate.

(2) Technical Specifications: - **Attached as Annexure A**

(3) Special Conditions: -

- i. Only single competitive rate must be quoted against each T.E item. The quotation must hold good for 90 days from the date of commercial opening (extendable if so desired)
- ii. **Rate** and **sales tax** must be shown **separately**. Otherwise your quoted rates will be considered **inclusive of GST**.
- iii. Only one rate should be quoted on the tender schedule. Otherwise offered items having multiple rates may be rejected.
- iv. As per **T.E clause, 2.2** you are required to quote **in two parts**, 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."**
- v. Offer **without/Less Bid Security** and **Tender Fee** may not be considered.
- vi. Date and stamp of the postal order must be visible.
- vii. **PTC** issued by Punjab/Relevant Province must be provided.
- viii. Unregistered firms are required to provide **Annexure-B** duly filled /signed and stamped along with quotation.
- ix. **Status** of your firm with POF (**registered/un-registered**) should be mentioned in your offer. Registered firms are required to provide copy of valid registration letter with POF.
- x. Grand total of offer must be mentioned in your quotation.
- xi. a. Only registered suppliers (with Sales Tax & Income Tax Deptt.) who are on Active Taxpayers List (ATL) of FBR are eligible to supply good/services to Government departments.
- xii. b. The payment to the registered persons may be linked with the active taxpayer status of the suppliers as per FBR database. If any registered supplier is not in ATL his payment should be stopped till he files his mandatory returns and appears on ATL of FBR.
- xiii. Technical Literature (in English Language/version) must be provided at the time of **competitive bid submission**.
- xiv. **Bank statement** of last **02 years** to be attached.
- xv. Only **one offer/brand** against each item may be quoted.
- xvi. Conditional offer contrary to PPRA Rules and or our T.E requirement will be ignored.
- xvii. Bid security is required to be attached with commercial offer.

xviii. Firms Registered with SECP will be given preference.

(5) **Undertaking**

Should our offer be accepted, we hereby undertake to supply the store/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 store/services elsewhere at our risk and cost.

Place \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the tenderer \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

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

Official Stamp \_\_\_\_\_

Annexure-BSUPPLIER'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 PROPRIETORSHIP: \_\_\_\_\_

3. ESTABLISHED SINCE: \_\_\_\_\_

4. CAPACITY: (Manufacturer / Stockist/Agent to foreign Firm): \_\_\_\_\_

5. IF MANUFACTURER, PROVIDE FOLLOWING DETAILS:

5.1- RANGE OF PRODUCTS MANUFACTURED: \_\_\_\_\_

5.2- DETAIL OF PLANTS, MACHINERY AND MAJOR EQUIPMENTS:  
 (Attach separate sheet if required):  
 \_\_\_\_\_  
 \_\_\_\_\_

6. INSPECTION/QUALITY ASSURANCE FACILITIES: \_\_\_\_\_

7. ISO-9000 CERTIFIED IF SO ATTACH NECESSARY DOCUMENTS

8. IF STOCKIST, PROVIDE FOLLOWING:-

11.1- DETAILS OF STOCKS HELD:- \_\_\_\_\_

11.2- APPROX. STOCK VALUE \_\_\_\_\_

11.3- LOCATION OF STOCKS: \_\_\_\_\_

ORGANISATIONAL DETAILS.

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

10.1 DP/ARMY OR ANY GOVT./SEMI GOVT. DEPTT: \_\_\_\_\_

10.2- IMPORT TRADE CONTROL DEPTT: \_\_\_\_\_

10.3- SALES TAX DEPTT: \_\_\_\_\_

10.4- INCOME TAX DEPTT: \_\_\_\_\_

FINANCIAL STATUS: \_\_\_\_\_

(Bank certificate to be attached)

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Stamp; \_\_\_\_\_

Position: \_\_\_\_\_

**(ANNEXURE-A)****TECHNICAL SPECIFICATION OF DIGITAL PHOTOCOPIER MACHINE ALONG WITH COMPLETE STANDARD ACCESSORIES (Qty: 01 No)****Make / Model: Ricoh MP6055 or Equivalent**

<b>GENERAL</b>	
Warm-Up Time	20 seconds
First Output Speed	2.9 seconds
Continuous output Speed	60 pages per minute
Memory	2 GB
Hard Disk Drive	320 GB
Power Sources	220-240 Vac, 50/60 Hz
<b>COPIER</b>	
Copying Process	Twin laser beam & Electro-photographic printing
Multiple Copying	Upto 999 copies
Resolution	600 X 600 dpi
Zoom	From 25% to 400% in 1% steps
<b>PRINTER</b>	
Print Resolution	Maximum 1,200 x 1,200 dpi
Interface	Standard: USB Host I/F, Ethernet 10 base-T/100 Base-TX/1000 base-T
Supported Operating System	Windows ® Vista / 7/8/8.1/10
<b>SCANNER</b>	
Scanning Speed	ARDF: Max. 80 originals per minute SPDF: Max. 110 (simplex) /180 (duplex) originals per minute
Resolution	Standard: 100 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi. Default: 200 dpi
Original Size	A3, A4, A5, B4, B5, B6
File Format	TIFF, JPEG, PDF, High Compress PDF, PDF-A
<b>PAPER HANDLING</b>	
Supported Paper Sizes	A3, A4, A5, B4, B5, B6
Paper Feed	Standard: 1,200 sheets Maximum: 47,00 sheets
Paper Weight	52-300 g/m <sup>2</sup>

**SPECIAL CONDITIONS**

I	Installation & Commissioning	Complete installation & commissioning of the Machine will be the responsibility of the supplier.
ii	Training	Supplier will arrange training of 02 operational and 02 Maintenance personals at POF for at least 03 working days.
iii.	Warranty/Guarantee	The Supplier will provide warranty/guarantee for 02 years free of cost for maintenance / replacement of all parts of the Machine from the date of satisfactory commissioning.
iv	Spares	Supplier shall provide recommended List of spares for 02 years along prices and Guarantee to provide backup / maintenance support upto 10 years.
v.	Manuals	Supplier will provide operation, maintenance / services manuals in English version along with list of error Codes and remedies.