

Government of Pakistan
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

To

M/s. _____

Dear Sirs,

Reference: TENDER ENQUIRY NO. 0018-LP-CMC-51-PUR-E, DT. 27-09-2021.

You are requested to submit sealed competitive quotation for the item(s) noted in the Schedule to the Tender as per PPRA Rule 36 (b), i.e. Single Stage Two Envelope method. Please note the following instructions for filling the tender: -

1. SUBMISSION OF TENDER

1.1) Tenders will be opened at 1200 Hours on 21-10-2021. and must reach this office 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 envelope should be inscribed with: -

Tender Enquiry No: 0018-LP-CMC-51-PUR-E
Tender to be opened on: 21-10-2021
Address as follows:

DY. DIRECTOR PURCHASE – II
BID CENTRE NEAR 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

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) **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 Offer": It should exclusively give technical details and literatures/brochures of the offered store, 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, GST, Taxes and duties etc, where applicable.

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 Commercial Part / Offer. In case of submission of sample (s) 90 days will be considered from the date of acceptance of sample (s) from our side, which may be extended.

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, no intimation will be given to the Tenderers.

2.6) Conditional Offer or alternative offers are likely to be ignored.

2.7) Quotations should be based on: -

Free Delivery at POF's stores at WAH CANTT.

In this case Octroi 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. Offers 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) Supplier will render necessary information regarding hazardous effects on environment of the material/products supplied by them, in their quotations and shipping/dispatch documents.

2.12) If the requisite information is not furnished on the T.E. forms or offer received in not conformity with the requirement of 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, 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, with in 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 of Rs. 500/- in favour of Director Admin POFs Wah Cantt. (To be attached with Technical Offer)

TENDER SAMPLE

4.1) Where required, offer must accompany 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 CDR / Pay Order / Banker's Cheque from a scheduled Bank drawn in favour of:-

DY.DIRECTOR-PUR-II POF WAH CANTT.

Tenders received without Bid Money will be rejected. (To be attached with Commercial Offer)

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) The competent purchase officer may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchase officer shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for 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 not exceeding 10% of the value of store to be procured/contracted in the form 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 (POFs) Wah Cantt and will be returned on satisfactory completion of 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 up to 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

Payment will be made by the C.M.A.- (POFs) through crossed cheques on receipt/acceptance of stores on our prescribed bill form supported by receipt voucher on part/full supply basis.

6.5(a) 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 tendered and his employees must not communicate any information relating to the sale/purchase of stores under this enquiry to any person other 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.

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 liable to be removed from the approved list.

Yours sincerely,

(NAHEED AKHTAR)
MANAGER PURCHASE- II.

(1) FOR MATERIALS: -

| (1) Item No. | (2) Description with Specifications etc. | (3) A/U | (4) Qty | (5) Price Per Unit FOR or Free Delivery | | (6) Delivery Date |
|--|--|------------|------------|---|----------|---|
| | | | | In Figures | In Words | |
| Indent No. 0018-LP-CMC-51, Dt. 02-03-2020. | | | | | | |
| 1. | Soap Washing (Laundry) IN 155 GRAMS EACH CAKE WITH DRY SOAP CONTENT 110 GM MIN, OR 707 BRAND OR EQUIV Spec: P.S No. 12(1978) Type-1- (Pure Soap) | Cake | 153051 | | | Within 03 months after issue of contract. |

(2) Special Conditions:

- (i) Reputable Firms having relevant experience and good performance are eligible to participate in the bid / tender.
- (ii) Only one rate should be quoted against description of store on the Tender Schedule.
- (iii) Quotation not accompanied with Bid Money & Tender Fee or less Bid Money & Tender Fee will be ignored.
- (iv) Sales Tax must be shown separately, otherwise quoted rate will be considered as inclusive of Sales Tax and the same will be deducted from payment bills.
- (v) Sales Tax Registration # issued by Excise & Taxation Department and NTN must be given in quotation.
- (vi) PTC must be from the Province of Punjab.
- (vii) Only Registered Suppliers (with Sales Tax & Income Tax Deptt) who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods / services to Government Deptts.
- (viii) In case of registration with POFs, registration Certificate may be attached with the quotation.
- (ix) Firms not registered with POF are required to provide Annexure-A duly filled signed and stamped along with the quotation.
- (x) Material Safety Data Sheet may be provided along with each consignment.
- (xi) The Soap Shall not develop any objectionable or fishy odour and shall not become puffy and sticky during storage within one year. B) Marking: Each cake Bar shall be stamped with manufacture Trade mark/named and weight of cake Bar type of soap and year of manufacture C) Packing: Soap Cake Bar shall be packed in wooden crates or card board cottons each/Carton shall have the following information Stenciled / Printed i.e Nomenclature manufactures name Trade No. and Cake in the CRAT /Carton, total weight of soap cont No. and date.
- (xii) The firm is responsible to supply the store as per description and specification.
- (xiii) All the interested firms are required to submit the documentary evidence of their professional, technical, financial, legal and managerial competency for bid evaluation.
- (xiv) In case of failure to supply the store within DP, LD will be imposed as per procedure.

- (xv) As per **PPRA Rule 36 (b), Single Stage Two Envelope method**, kindly send **“Technical Quotation Without Price”** and **“Commercial Quotation With Price”** shall be written in block capital letters on the respective sealed envelopes which should be placed in a large envelope bearing completed detail of the Tender Enquiry.
- (xvi) In the light of Special Condition Clause No. (xi), performance bond will be released after one year.
- (xvii) Undertaking of T.E. schedule may be returned duly signed & stamped along with the quotation.

(3) 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.

Date: _____
Place: _____

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

SUPPLIER'S CAPABILITY

1. NAME OF THE FIRM: _____
 ADDRESS: _____

1.1 TELE.NO: ` _____

1.2 FAX NO: _____

1.3 E.MAIL ADDRESS: _____

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

3. ESTABLISHED SINCE: _____

4. CAPACITY: (Manufacturer/stockiest/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

8.1 DETAILS OF STOCKS HELD: _____

8.2 APPROX STOCK VALUE: _____

8.3 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)

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: _____
 Position: _____
 Stamp