



Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY

To,

M/s \_\_\_\_\_,  
\_\_\_\_\_

**Dear Sirs,**

Reference : TENDER ENQUIRY NO 0022-LP-PUR-C-01&C-03-51, Dated:09-11 -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. Please note the following instructions for filling the tender:-

**1. SUBMISSION OF TENDER**

1.1 Tenders will be opened at 1200 hours on 06-12-2021 and must reach **at Bid Centre adjacent to Rabita Hall** at least half an hour earlier than the opening time. The tender received late will not be entertained

1.2 Only one tender should be included in one envelope. The outside of the envelope should be inscribed with:-

Tenders Enquiry No.: 0022-LP-PUR-C-01&C-03-51  
Tender to be opened on 06-12-2021  
Address as follows:-

**Bid Centre Adjacent To Rabita Hall**  
**GM-PPC-SAA & BM**  
**POFs WAH CANTT.**  
**PAKISTAN.**

1.3 If envelope do not indicate reference of T.E. or received late the same may be returned unopened.

**1.4 EVALUTION CRITERIA.**

All the technical proposals will be evaluated/scrutinized initially and commercial proposals of only those bidders will be opened who will be technically prequalified/ accepted. Accordingly, Order/contract will be placed on the lowest evaluated/technically qualified bidder.

**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 **Tendering procedure as laid down in PPRA Rule No. 36(b) i.e. Single Stage two envelopes will be applicable.**

2.3. 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”.

2.4 The quotation must remain valid for, at least 90 days from the date of opening of tenders.

2.5 The quotation should hold good for any reduced or enhanced quantities without notice.

2.6 In the event of non-acceptance of offer, no intimation will be given to the Tenderers.

2.7 Conditional offers or alternative offers are likely to be ignored.

2.8 Quotations should be based on:-

F.O.R. station of despatch 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 **WAH CANTI**

In this case Octroi duty will be payable by the supplier.

2.9 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.

2.10 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.

2.11 “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.

2.12 Suppliers will render necessary information regarding hazardous effects on environment of the materials/products supplied by them, in their quotations and shipping/despatch documents.

2.13 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 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.

(Cont’d.....P/3)

**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.

**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, from a scheduled Bank drawn in favour of

**GM-PPC-SAA & BM POFs WAH CANTT.**

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..1 PERFORMANCE BOND.**

- (a) The successful bidder shall provide Performance Bond at the rate, of 10% of the value of contract, in the form of a Deposit At Call Receipt from a scheduled Bank; or, an unconditional 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. POFs Wah Cantt.** It 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.

(Cont'd.....P/4)

6.1 Performance Bond from State owned organizations may be waived off at the discretion of the Purchaser.

6.2. **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 contact 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.

6.3 **PAYMENT**

Payment will be made by the C.M.A. through crossed cheque 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 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 approved list.

**Note:-**

**Offers/bids through E-Mail & Fax are not acceptable. The offers/bids must be submitted on firm's original letter head pad through Mail/Courier.**

Yours faithfully,

MANAGER-PUR-SAA&BM  
For PAKISTAN ORDNANCE FACTORIES

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**Contact Info:**



Exchange: i. 051-9055000, ii. 051-4514000

Direct: 051-905521071

**Fax:** i. 051-9271400, ii. 051-9314100

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

**Address:** MD-SAA&Brass Mills, Pakistan Ordnance Factories, Wah Cantt.

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**PAKISTAN ORDNANCE FACTORIES.**

**SCHEDULE TO T.E NO. 0022-LP-PUR-C-01&C-03-51, DATED: 09-11-2021.**

**06-12-2021.**

**FOR MATERIALS**

(1)	(2)	(3)	(4)	(5)		(6)
Item No	Description	Unit	Qty	Price per Unit for or free delivery		Delivery Date
				In Figures	In Words	
01	Soluble Cutting Oil Flash Point=188 0C Specific Gravity – 0.891 At 15 0C, Viscosity – 48 MM2 / sec At 40 0C Total Lactuca LT – 2AP	LTR	1000			31-03-2022

**(2) Special Conditions/Bid Evaluation Criteria:**

i.	Financially sound, Reputable Firms having relevant experience and good past performance are eligible to participate in the bid/tender.
ii.	Where necessary advance sample be submitted alongwith the offer free of cost for evaluation.
iii.	Only one rate should be quoted against description of store on the Tender Schedule.
iv.	Quotation not accompanied with Bid Money & Tender Fee or less Bid Money & Tender Fee will be ignored.
v.	Sales Tax must be shown separately, otherwise quoted rates will be considered as inclusive of Sales Tax and the same will be deducted from payment bills.
vi.	Sales Tax Registration No. issued by Excise & Taxation Department and NTN must be given in quotation.
vii.	PTC must be from the Province of Punjab and valid for current year..

(Cont'd.....P/6)

viii.	Only Registered Suppliers (with Sales Tax & Income Tax Deptt) who are only Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to Govt. Deptts.
ix.	In case of registration with POFs, Registration Certificate may be attached with the quotation.
x.	Firms not registered with POF are required to provide Annexure-A duly filled, signed and stamped alongwith the quotation.
xi.	Material Safety Data Sheet (if required) may be provided alongwith each consignment.
xii.	The firm is responsible to supply the store on warranty Guarantee as per description and specification. Inspection will be carried out by GM-SAA.
xiii.	Grand Total Value of quoted items must be mentioned in the quotation.
xiv.	All the interested firms are required to submit the documentary evidence of their professional, technical, financial, legal and managerial competency for bid evaluation.
xv.	In case of failure to supply the store within D.P, L.D will be imposed as per procedure.
xvi.	Undertaking of T.E schedule may be returned duly signed & stamped alongwith the quotation.
xvii.	Validity of offer will be considered after commercial opening/acceptance of advance sample.

**(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.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

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

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/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:-

8.1. DETAILS OF STOCKS HELD: \_\_\_\_\_

8.2. APPROX. STOCK VALUE \_\_\_\_\_

8.3. LOCATION OF STOCKS: \_\_\_\_\_

**ORGANIZATIONAL 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 \_\_\_\_\_

Stamp

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







