



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

To,

M/s _____

Dear Sirs,

Reference: TENDER ENQUIRY NO. **0037-FP-PUR-SAA-51 Dated: 06-07-2021.**

You are requested to submit quotations for the items(s) noted in the Schedule to the Tender. Offers 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 **09-08-2021** 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:-

Tender Enquiry No: **0037-FP-PUR-SAA-51**
Tender to be opened on: **09-08-2021**
Address as follows:-

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

1.3 If envelope does not indicate reference of T.Es 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 **Tendering procedure vide PPRA Rule No. 36(b) i.e. Single Stage two envelopes will be applicable.**

2.3 For Plant, Machinery, Equipment and Machine Parts 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, intimation may be given to the tenderers on their request.
- 2.7 Conditional offers or alternative offers are likely to be ignored.
- 2.8 Quotations should be based on F.O.B. The consignment will be shipped through Pakistan National Shipping Corporation(PNSC). In case there is no PNSC service in the country of shipping, please quote on C & F basis. The freight should be indicated separately. Insurance premium should not be included in the quoted price. However where insurance is considered necessary, advice to that effect should be given in the quotation.
- 2.9 Submission of the offer through an agent in Pakistan should be avoided. In case it is considered inevitable, the agent's quotation must invariably be accompanied by the original proforma invoice from the principals/ manufacturers.
- 2.10 Country of origin and port of shipment to be stated.
- 2.11 The offer of principal must clearly indicate whether the rate quoted is inclusive of agent's commission, and if inclusive rate of commission included be specified.
- 2.12 Suppliers will render necessary information regarding hazardous effects on environment, of the materials/products supplied by them, in their quotations and shipping/Dispatch documents.
- 2.13 If the requisite information is not furnished on the T.E form or offer received is not in conformity with the requirement of the 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, 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.

3.3 **TENDER SAMPLE**

Where required offer must accompany tender sample strictly according to the description 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 samples thereof against previous T.E.

4. ACCPETANCE OF OFFERS

4.1.1 The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency 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.

4.1.2 Procuring agency shall incur no liability, solely by virtue of its invoking sub-rule (1.1) towards suppliers or contractors who have submitted bids or proposals.

4.1.3 Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

4.2 PERFORMANCE BOND

(a) The successful bidders will provide Performance Bond at the rate upto 10% of F.O.B. value of contract in favour of the Controller Military Accounts (CMA) POF Wah Cantt. The Performance Bond will be furnished in the form of Deposit At Call Receipt (CDR) from any scheduled Bank in Pakistan or an unconditional bank guarantee on prescribed proforma covered by any scheduled bank in Pakistan. The Performance Bond shall be furnished within 45 days from the date of opening of Letter of Credit. It shall be valid for a period of 12 months after the date of expiry of letter of credit. If the Performance Bond is not furnished within the prescribed time of 45 days, the Purchaser reserves the right to:

i. Impose penalty @ 1 % per month of the value of CDR/BG.

(Clause-4.2 (a i) is not applicable in case of procurement of Plant / Equipment / Machinery items)

OR

ii. Cancel the contract and make other arrangements for purchase of the stores at the risk and expense of the Supplier.

(b) No Performance Bond will be required if the total FOB value of the contract is less than US\$ 50,000 and contract is placed directly on the foreign Supplier.

4.3 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 particular store 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.

4.4 PAYMENT

Payment will normally be made by means of irrevocable letter of credit. Unless otherwise stated 90% payment will be released on submission of Dispatch documents to Bank while balance 10% payment will be released on receipt and acceptance of store by the consignee.

All Bank charges incurred in Pakistan in connection with the establishment of L.C. will be borne by the Purchaser, whereas all Bank charges incurred in connection with drawing of payment including charges for confirmation of L.C. by the advising Bank/Foreign Bank will be borne by the Supplier.

5 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 liable to be removed from the 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

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.

PAKISTAN ORDNANCE FACTORIES.
SCHEDULE TO T.E NO. 0037-FP-PUR-SAA-51 DATED: 06-07-2021.
DUE ON: 09-08-2021.

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	
1.	Piston Seal HD Slipper H.D.S 9.7/2.5-CL=499 Part No. 14 Drawing No. Mach-863 GR-991 Piece-001 Ind-001	Nos	04			03 Months after LC/Order
2.	Piston Seal HD Slipper H.D.S 9.7/2.5-CL=109 Part No. 13 Drawing No. Mach-863 GR-991 Piece-001 Ind-001	Nos	04			
3.	Piston Seal Joint HD Slipper H.C.S 301C- NBR-4,2 Part No. 12 Drawing No. Mach-863 GR-991 Piece-001 Ind-001	Nos	04			
4.	Joint Seal OR 3100 A+P, Drg. No. Mach-863 GR-991 Piece – 001 Ind-001	Nos	04			
5.	Joint Seal OR 3600 A+P, Drg. No. Mach-863 GR-991 Piece – 001 Ind-001	Nos	04			

(2). For Plant & Machinery:

Specifications:

(3). Special Conditions/Bid Evaluation Criteria:**(A).**

For technical evaluation, firms having experience, capability and resources may participate along-with the following information and documents: -

i.	a. Name of firm alongwith Postal Address, Phone, Fax # & e-mail address. b. List of Personnel & Detail of Technical Staff.
ii.	Participating firms should have not defaulted in any contract with POF or any other Govt. Organization.
iii.	Detail of all the contracts placed with SAA Factory/POF Wah Cantt during the last 02 years successfully executed without any default.
iv.	Price escalation clause is not allowed. No fax or e-mail offer will be accepted.
v.	Bidder/supplier must accept all the terms and conditions embodied in POF 1281 (General Conditions of Contract) and in T.E General Instructions embodied in Form POF 1262 (Foreign Supplies)
vi.	Rate and Taxes/freight (air & sea) must be shown separately otherwise rate will be considered inclusive of Taxes/freight (air & sea).
vii.	Share if interested firm have sufficient knowledge/technical know how about the store, specification testing procedures and end use.

Cont...

viii.	Clearly mention your firm is OEM, manufacturer/supplier of this specific store.
ix.	Similar nature of contracts in hand alongwith names and addresses of Clients.
x.	Elaborate if firm is last/previous successful supplier of indented stores.
xi.	Pre-qualified for similar nature of stores with other organizations.
xii.	Please clearly confirm POF/Tender specification/drawings. Conditional or alternative offers are likely to be ignored.
xiii.	The firm well aware about inspection authority and procedures.
xiv.	Inspection of store (where applicable) will be carried out by user at POFs Wah Cantt.
xv.	In the offer giving any inspection other than specified inspection will not be accepted.
xvi.	The store must be protected adequately and appropriately against damages from environmental effects, water or other substances during journey/transportation to withstand the rough handling involved in the transit and provide preservation of store while held in the storage by the supplier.
xvii.	Any quantity of store, if found defective functionally, will essentially be replaced by the supplier free of cost under his own arrangements.
xviii.	Give brief account of your in-house inspection criteria/quality control dept & instruments available in your lab.
xix.	Acceptable sample (if required) will be provided before tender opening, please confirm.
xx.	Also furnish list of your manufactured products with pictures.
xxi.	Affidavit for Not Blacklisted/involved in arbitration/litigation with any client during last 05 years.
xxii.	Draft ATPs will be provided along-with the offer, ATPs will be finalized before signing of contract. Final ATP will be made part of contract.

(B). FOR INDIGNEOUS SUPPLIERS. ONLY

i.	Any eligible Indigenous bidder can offer on FOR basis
ii	<u>TENDER FEE.</u> 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 <u>DIRECTOR-ADMIN</u> POFs Wah Cantt
iii	<u>BID MONEY</u>
iv	Bid Money at the rate of 2% (for registered firms) and 5% (for unregistered firms) of the quoted value (upto the maximum ceiling of Rs. 0.200 Mill), should accompany the tender in the shape of Deposit At Call Receipt, from a scheduled Bank drawn in favour of General Manager concerned purchase <u>GM-PPC-SAA & BM POFs WAH CANTT.</u> Tenders received without Bid Money will be rejected.
In addition to the above conditions (A&B), under mentioned points may also be adhered/taken into account at the time of submission of an offer/quotation: -	
a)	Only registered supplier with Sales Tax and Income Tax Department who are on Active Taxpayers List (ATL) of FBR are eligible to participate in the bid.
b)	Photocopy of NTN & PTC Certificates duly attested by Gazetted Class-I Officer must be attached with the bid.
c)	Rates & Taxes must be shown separately otherwise rate will be considered inclusive of Taxes.
d)	Bidder will provide their annual returns submitted in SECP or tax filter record with FBR in order to assess the financial wellbeing of the company.
e)	The firm(s) will also confirm their registration with SECP through documentary proof.
f)	The Directors/CEOs & persons who will submit quotation and sign the contract documents on behalf of their company will provide photocopies of their CNICs.

(4). Undertaking:

Should our offer be accepted, we hereby undertake to supply the stores/render the services contracted on the basis of Conditions of Contract embodied in Form POF 1282, 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 _____

Signature of the Tenderer _____

Date: _____

Name _____

Position _____

Address _____