



**GOVERNMENT OF PAKISTAN  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY**

To

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

Dear Sir,

Reference: TENDER ENQUIRY NO. **0062-LP-CMC-51-PUR-C, Dt. 02-11-2021.**

You are requested to submit sealed competitive quotation for the item(s) noted in the Schedule to the Tender as per PPRA Rule 36(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 **1200 hours** on **25-11-2021** and must reach **Bid Centre adjacent to Rabita Hall** on or before **1130** hour 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: **0062-LP-CMC-51-PUR-C, Dt. 02-11-2021.**

Tender to be opened on: **25-11-2021.**

Address as follows:-

**GM-PURCHASE-I (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 separate sheet if necessary. As per PPRA rule 36(a), **single stage one envelope procedure** is/will be utilized for "Open competitive bidding." Moreover, technical & commercial evaluation of Bids will be carried out strictly as per PPRA rules and contract(s) will be awarded to the lowest evaluated bidder(s).

## 2.2 For Plant and Machinery, you are required to quote in two parts:-

Part I **"Technical Bid"**: 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 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 Materials therefore, both technical & commercial bids/terms must be sealed in single envelope.**

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 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 materials/products supplied by them, along with dispatch documents.

2.13 Special condition 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.

##### 4.1 **TENDER SAMPLE**

Where required, offer must a company 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 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 accompany the tender in the shape of Call Deposit Receipt/Pay Order/Banker's Cheque, 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 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. 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 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**; 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 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.
- 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, 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 the approved list.

Yours faithfully,

Contact details:-

Tele No. 051-9055-22269

051-4514-21087

051-9055-22126

Fax No. (051) 9314100, 9271400

Email procurement@pof.gov.pk

(BUSHRA ALI)  
MANAGER - PURCHASE-I

Copy to:-

- (i) **GM – Inspection**
- (ii) **Manager-CMC**
- (iii) **Manager-C.Store-I**
- (iv) **Manager-C.Store-II**
- (v) **Manager-SCM(Coord)**
- (vi) **Rep of FIU(Rabta Hall)**

**PAKISTAN ORDNANCE FACTORIES**

**SCHEDULE TO TENDER NO. 0062-LP-CMC-51-PUR-C, Dt. 03-11-2021**  
**FOR MATERIALS**

(1)

(1)	(2)	(3)	(4)	(5)		(6)
Item No.	Description with Specs. etc	A/U	Qty.	Price Per Unit FOR or free delivery		Delivery Period
				In Figures	In Words	
1.	BRUSH BROOM SWEEPING COIR 12" BAMBOO HANDLE 5 TO 6 FT LONG BRAND FARI OR EQUIVALENT	NO	400			Within 03 months.

(2) Special Conditions: -

- i) Only single competitive rate must be quoted against each TE item. The quotation must hold good for 90 days(extendable if so desired)
- ii) Advance sample of desired dimensions must be provided for evaluation of each item or Bid within one week of tender opening or as desired by the Purchase Officer. Validity of offer will be considered from acceptance of the sample(s).
- iii) **Rate** and **sales tax** must be shown **separately**. Otherwise your quoted rates will be considered **inclusive of GST**.
- iv) Date and stamp of the postal order must be visible.
- v) **PTC** issued by Punjab or relevant Province must be provided.
- vi) Unregistered firms are required to provide Annexure-A duly filled /signed and stamped along with quotation.
- vii) **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.
- viii) Grand total of offer must be mentioned in your quotation.
- ix)
  - 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.
  - 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.
- x) Technical Literature (in English Language/version) along with chemical composition of offered items must be provided at the time of **competitive bid submission**.
- xi) Contracted/Supplied Store must be as per tendered specification.
- xii) **Bank statement** of last **02 years** to be attached.
- xiii) **If the excess quantity of store is delivered which exceeds the allowed tolerance of + 5 % of the contracted quantity, the same may be considered free of cost (non-returnable)**
- xiv) **Material safety data sheet may be provided alongwith each consignment.**

(3) **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 \_\_\_\_\_

**SUPPLIER`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: \_\_\_\_\_