



**POF 1262 A  
(INDIGENOUS SUPPLIERS)**

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

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Dear Sirs,

Reference: **TENDER ENQUIRY NO. 0078-LP-FILL-MC-51-Pur-Fill, DATED: 23-12-2020.**

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 **Bidding Centre, Room No. 2**, adjacent to **Rabita Hall POF Wah Cantt** at **1200 hours** on **30.01.2021** and must reach **CR-Section, C-04, POF Wah Cantt** 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: **0078-LP-FILL-MC-51-Pur-Fill, DATED: 23-12-2020.**

Tender to be opened on: **30.01.2021** at 1200 Hours

Address as follows:-

**Managing Director Filling Factory**  
**Bid Centre, Adjacent 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.
- 1.4 Tender/Offer can be delivered "By Hand" at Bid Centre Adjacent Rabita Hall POF Wah Cantt.

2. GENERAL INSTRUCTIONS REGARDING PREPARATION OF QUOTATIONS

- 2.1 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 **You are required to quote in two parts (Single Stage -Two envelope procedure):-**

Part I **"Technical Offer"**: It should exclusively give technical details and literatures/brochures of the offered store/material; 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."**

2.3 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 or enhanced 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.  
and/or

Free delivery at POF's stores at Filling Fy POF Wah Cantt .  
In this case Octori 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. 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.

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

2.12 If the requisite information is not furnished on the T.E forms or offer received is not 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.

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 MONEY

5.1 Bid Money at the **rate of 2% (for registered firms) and 5% (for unregistered firms)**, should accompany the tender in the shape of Deposit At Call Receipt., from a scheduled Bank drawn in favour of **"General Manager, Filling Factory, 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. ACCEPTANCE OF OFFERS

6.1 POF may reject all bids or proposals at any time prior to the acceptance of a bid or proposals, 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 at the rate, prescribed by POF Board according to the value of contract which shall not exceed 10% of contract value, in the form of a Deposit At Call Receipt from a scheduled Bank; or, an un-conditional 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. POF Wah Cantt. It will be returned on satisfactory completion of the contract.

Contd. . . .

(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 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 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

a. Payment will be made by the C.M.A(POF) through crossed cheque on receipt/acceptance of stores on our prescribed bill form supported by receipt voucher 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,

(AM -Purchase-Filling)  
for PAKISTAN ORDNANCE FACTORIES  
**Tel: 051-9055-22120**  
**Fax: 051-9271400**  
**E mail: [mdfill@pof.gov.pk](mailto:mdfill@pof.gov.pk)**

## PAKISTAN ORDNANCE FACTORIES WAH CANTT

## SCHEDULE OF STORE TO BE SUPPLIED AGAINST T.E. NO: 0078-LP-FILL-MC-51-PUR-FILL, DT: 23.12.2020

ITEM NO.	DESCRIPTION OF STORE	QTY	PRICE PER UNIT FREE DELIVERY		DELIVERY DATE
			IN WORDS	IN FIGURE	
1.	Paper Writing Parchment Spec No: DEF-89 <u>Parameters of Paper</u> Size: 20.5" X 13" Thickness: 0.0073" Moisture: 9.0% max pH: 5.0 – 7.5 Chloride: 0.05% max Sulfate: 0.25% max Fatty Acids: 0.25% max Ash: 5.0% max Substance: 130-145 g/m <sup>2</sup> Bursting Strength: 50 lb/sq. in	75,340 Sheet			Within 03 Months after Placement of Contract.

**SPECIAL CONDITIONS / BID EVALUATION CRITERIA****A. Eligibility Criteria**

- i Only firms registered with sales and income tax department who are on Active Tax payer list (ATL) or FBR are eligible to participate in bid. Documentary proof of the same must be attached with the bid.
- ii If the firm is participating for the 1<sup>st</sup> time in Filling Fy Tender for requisite store, the sample of the offered material will be submitted alongwith technical quotation.

**B- For Bid evaluation**

Firms having experience, capability and resources may participate along with the following information and documents:-

- i. Name of the firm along with Postal Address, Phone, Fax # & email address.
- ii. Complete company profile, business detail and annual turnover with documentary proof.
- iii. Photocopy of NTN & PTC Certificate duly attested by Gazetted Class-I Officer must be attached with the bid.
- iv. Participating firms should have not defaulted in any contract with POF or any other govt. organization.
- v. Firm should not have been blacklisted in any Govt Organization within or outside Pakistan. In this regard provide no black listing certificate.
- vi. **Bids will be opened as per PPRA Rule 36 (b) "Single Stage -Two Envelope Procedure" in which the bid shall comprise of two separate envelopes: Technical proposal and commercial proposal. Initially only Technical Offer will be opened.**
- vii. Photocopy of Bid money hiding the amount must be accompanied with technical bid to prove submission alongwith commercial offer.
- viii. Price escalation clause is not allowed. No fax or e-mail offer will be accepted.
- ix. **Offer without complete bid money (CDR) and tender fee will be rejected. Tender Fee must be attached with Technical Offer.**
- x. Supplier must accept all the terms and conditions embodied in POF 1281 (General conditions of contract).and TE General instruction proforma form POF 1262 A (Indigenous supplies)
- xi. Rates and sales Tax must be shown separately otherwise rate will be considered inclusive of G.S.T.
- xii. Clearly mention your firm is direct importer of requisite store or the material will be arranged from local market(Import document/proof of import will be provided with delivery)
- xiii. Please clearly confirm our specs. Conditional or alternative offers with multiple rates are likely to be ignored
- xiv. Inspection of store will be carried out by:-
  - a. CIA, Rawal Road, Rawalpindi.
  - b. 05% super check will be carried out by IDA, Wah as well as by user section.

**Contd . . .**

- xv. In 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 Validity period will be considered after opening of commercial offer.
- xix Quotation must remain valid at least for 90 days from date of opening and should hold good for any reduced or enhanced quantity.

**02.** The following undertaking must be enclosed with technical offer duly signed and stamped, otherwise offer will be ignored.

**UNDERTAKING**

Should our offer be accepted we hereby undertake to supply the stores/render the services contract on the basis of conditions of contract embodied in form P.O.F.-1281 and to deposit the performance bond within the prescribed time, failing which it will constitute a breach of contract and P.O.F. will have the right to purchase the stores / services elsewhere at our risk and cost.

PLACE.....

DATED.....

SIGNATURE OF THE TENDERER

NAME:.....

POSITION.....

INCOME TAX G.I.R. NO.....