

Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

Reference: TENDER ENQUIRY NO. 0151-LP-CMC-50-PD, DT. 30.12.2020

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. The case will be processed as per competitive bidding method endorsed vide PPRA Rule 36(a). Please note the following instructions for filling the tender: -

1. SUBMISSION OF TENDER

- 1.1) Tenders will be opened at 1200 Hours on 21-01.2021 and must reach Bid Center adjacent to Rabta Hall on or before 1130 hours upto the date of opening of Tenders. 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: 0151-LP-CMC-50-PD, DT. 30.12.2020

Tender to be opened on: 21-01-2021.

Address as follows:

Dy. Dir PUR-II  
(Bid Centre, Near Rabta Hall,  
POF Wah Cantt.)

- 1.3) If envelope do 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 OF CRITERIA.

- 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. The case will be processed as per PPRA Rules / POF Procedure and contract will be awarded to the lowest evaluated bidder.

- 2.2) 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.

Not

Applicable

Contd...P/2

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".

Not

Applicable

- 2.3) The Quotation must be valid for 90 days (Extendable, if so desired) which will be effective after the date of acceptance of offer (Technical literature / sample) from our side.
- 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 Bidders on their request.
- 2.6) Conditional Offers or alternative offers are likely to be ignored.
- 2.7) Quotations should be based on: -  
  
Free Delivery at POF's stores at Central Stores POF WAH CANTT.  
  
In this case Octopi 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 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) 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.
- 2.12) Supplier will render necessary information regarding hazardous effects on environment of the material/products supplied by them, in their quotations and shipping/dispatch documents.

### 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 Rs.500/- by means of a crossed postal order / Pay order in favour of Director Admin POFs Wah Cantt.

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 SECURITY

5.1) Bid Security at the rate of 2% (for registered firms with POF) & 5% (For un-registered firms with POF) of the quoted value, should accompany the tender in the shape of Deposit at Call Receipt/Pay order/Banker's Cheque, from a scheduled Bank drawn in favour of:-

DY. DIRECTOR SCM - II, POFs, WAH CANTT.

Tenders received without Bid Money 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 Security of the successful tenderers will be retained until the contract is finalized. Bid Security 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 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 the 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 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.

(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

- a. 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.
- 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 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 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.

Yours Sincerely,

(Naheed Akhtar)  
MANAGER-PURCHASE-II

Tele : 051-9055-21074  
Fax : 051-9271400 & 9314100  
Email: [ddscm2@pof.gov.pk](mailto:ddscm2@pof.gov.pk)

**PAKISTAN ORDNANCE FACTORIES**

**SCHEDULE OF TENDER ENQUIRY # 0151-LP-CMC-50-PD, DT. 30.12.2020 OPENED ON 21-01-2021.**

**(1) FOR MATERIALS**

(1)	(2)	(3)	(4)	(5)		(6)
Item #	Description of Store with Specification, etc.	Qty.	A/U	Price Per Unit For Free Delivery		Delivery Date
				In Figures	In words	
01	WORK BENCH ELECTROINC WORK BENCH (ESD) WITH HEIGHT =700-2100MM LENGTH =1500MM, WIDTH = 700MM WEIGHT= 250 KG PRODUCT CODE =GMS- WB-SPL-ESD LIGHT MODEL= TNL 1200 INSTEAD OF 861956-00 & WOODEN MATERIAL WITH ESD COATING (drawing attached)	4	NO			( Within 03 months after issuance of contract )
<b>Grand Total of Quoted Store's Value</b>						

**(2) UNDERTAKING**

Should our offer be accepted, we hereby undertake to supply the stores/render services contracted on the basis of 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 & Cost.

Date \_\_\_\_\_

Signature of the Tendered \_\_\_\_\_

Place \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

Position \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

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

Official Stamp \_\_\_\_\_

3. **For Plant & Machinery:-**

**Specifications:-**

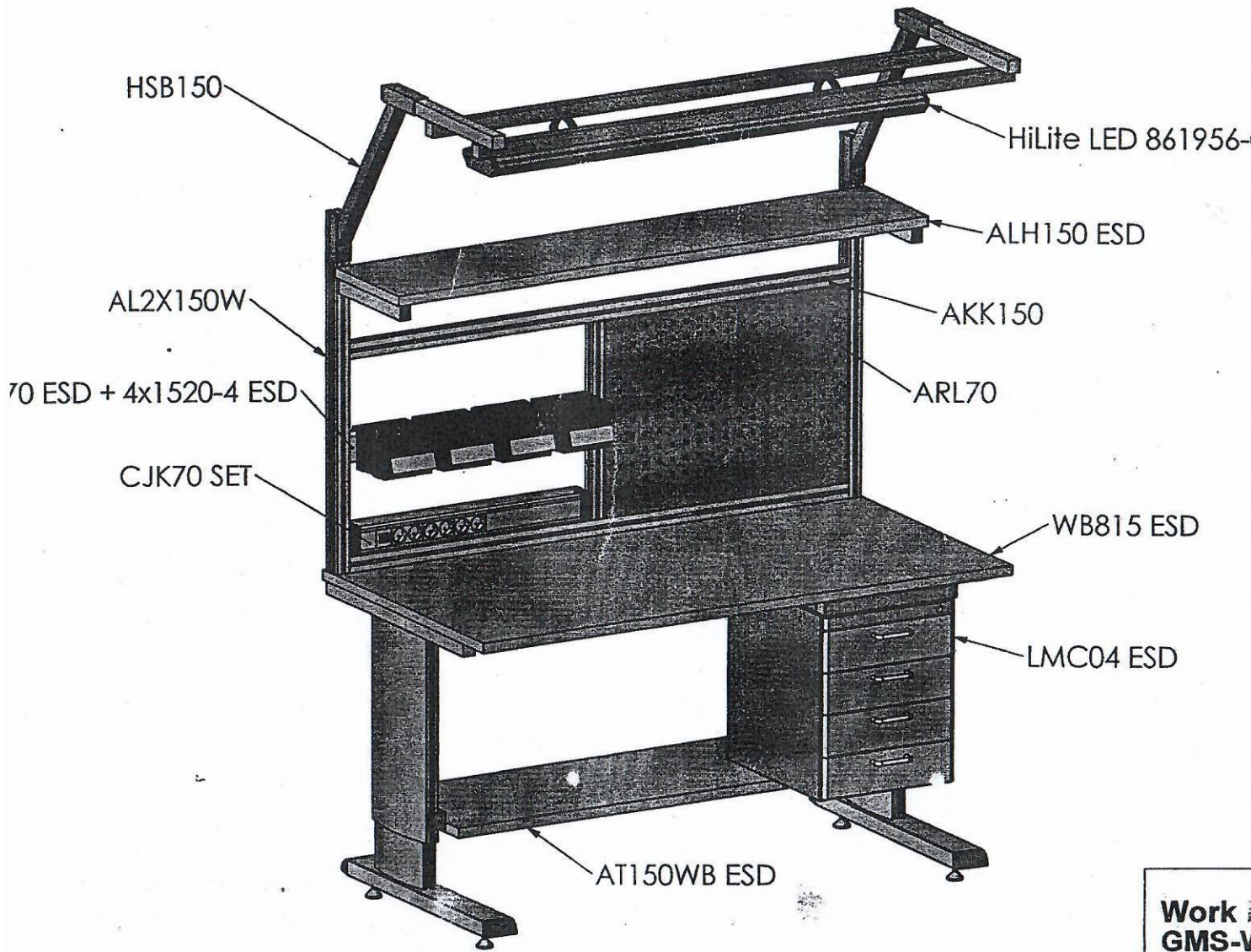
4. **Special Conditions:-**

i	The Quotation must be valid for 90 days (Extendable, if so desired) which will be effective after the date of acceptance of offer (Technical literature / sample) from our side
ii	Rate & Sales Tax must be shown separately otherwise your quoted rates will be considered inclusive of G.S.T.
iii	Quotation not accepted without Bid security & Tender Fee. Moreover, firm name & T.E # & dt, must be endorse on backside of bid security / Tender Fee.
iv	Date and stamp of the Postal Order must be visible.
v	a. Only registered suppliers (with Sales Tax and Income Tax Deptt.) Who are on Active Tax Payer 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 supplier as per FBR database. If any registered supplier is not in ATL, his payment should be stopped till his mandatory returns and appears on ATL of FBR.
vi	Unregistered firms are required to provide Annexure–A duly filled Signed and Stamped along with quotation.
vii	Undertaking of T.E. Schedule should be returned duly Signed & Stamped with quotation.
viii	Status of firm with POF (registration / un – registered) should be mentioned in offer. Registered firms are required to provide copy of valid registration letter with POF.
ix.	PTC must be obtained from Punjab Government
x.	Only one rate should be quoted against one item / description of store on the Tender Schedule.
xi.	The store must be provided within given delivery period of the contract.
xii.	All the interested firms are required to submit the documentary evidence of their professional, technical, financial, legal & managerial competency for bid evaluation.
xiii.	In case of failure to supply the store within D.P, LD will be imposed as per procedure.
Xiv.	Photocopies of PTC, NTN, GST & ATL (Sale Tax) must be attached with quotation.
xv.	If the supplier has already supplied these tendered stores than mentioned contract No. / Nos. on your offer / quotation.
xvi.	Material Safety Data Sheet (MSDS) must be provided along with each consignment (if required).

**SUPPLIERS'S CAPABILITY**

**Annexure-A**

1. NAME OF THE FIRM: \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
2.1- TELE: NO: (INCLUDING MOBILE NUMBER OF AUTHORIZED SIGNATORY): \_\_\_\_\_  
2.2- FAX NO : \_\_\_\_\_  
2.3- E.MAIL ADDRESS : \_\_\_\_\_
2. WHETHER PUBLIC LTD, PRIVATE LTD, PARTNERSHIP OR SOLE PROPRIETERSHIP : \_\_\_\_\_
3. ESTABLISHED SINCE : \_\_\_\_\_
4. CAPACITY : (Manufacture/stockist/Agent to foreign Firm) : \_\_\_\_\_  
\_\_\_\_\_
5. IF MANUFACTURER, PROVIDE FOLLOWING DETAILS : \_\_\_\_\_  
\_\_\_\_\_
- 5.1- **DETAIL OF PLANTS, MACHINERY AND MAJOR EQUIPMENTS:**  
(Attached 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: - \_\_\_\_\_
- ORGANISTIONAL DETAILS.**
- 9.** WHETHER THE FIRM IS REGISTERED WITH THE HOLDING 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)



Work  
GMS-V

TRE