



**Government of Pakistan**  
**PAKISTAN ORDNANCE FACTORIES**  
**Tender Enquiry**

To  
**POF WEBSITE & FIRMS**

Dear Sir,

Reference: **TENDER ENQUIRY NO. 4100-3-LP-W**

**DATED: 15-04-2021**

You are requested to submit sealed 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 "Room No. 3, Bid Centre, adjacent to Rabita Hall, POF Wah Cantt at **1:100 hours on 05-05-2021** and must reach CR Section, POF Wah Cantt on or before 1030 upto due date. The tender received late will not be entertained. You may witness the opening of the tender 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:	<b><u>0041-3-LP-W, dated 15-04-2021,</u></b>
Tender to be opened on:	<b><u>05-05-2021.</u></b>
Address as follows:	<b><u>General Manager-PPC-Weapons</u></b> <b><u>I/C BID CENTER, Through</u></b> <b><u>CR Section, C-04 Building,</u></b> <b><u>POF WAH CANTT.</u></b>

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 QUOTATION.**

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 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.

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**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 open of tender.

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.

2.8 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 **WAH CANTI**.

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 references to Registration No. in cases of Sales Tax and relevant authority in the case of others. Offers without these clarifications and inclusive of

2.9 Taxes and Duties levied on or after Tender opening date or on 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 dept., 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 is not 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 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 in 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

**Contd....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 favor of: **Director Admin, POF WAH CANTT.**

**4.1 TENDER SAMPLE**

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

**5. BID MONEY**

5.1 Bid money at the rate of 2% (for registered firms) and 5% (for un-registered firms) of the quoted value, should accompany the tender in the shape of Deposit at Call Receipt, from a scheduled Bank drawn in favor of:-

**MD-WEAPONS, POF WAH CANTT**

Tender received without Bin Money & Tender Fee will be rejected.

5.2 Bid Money of the unsuccessful tenderers will be returned as soon as the scrutiny of the tenders is completed. Bin 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.

g. State owned organizations are not required to provide Bid Money.

**6. ACCEPTANCE OF OFFERS.**

6.1.1 The procuring agency may reject all bids or proposal 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.

6.1.2 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 proposal.

6.1.3 Notice of rejection of all bids or proposal shall be given promptly to all suppliers or contractors that submitted bids or proposal.

**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 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 favor of CMA (POF) Wah Cantt. It will be returned on satisfactory completion of contract.

(c) 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.

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Tender schedule.doc

**6.3 Performance Bond** form 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 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; 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 CMA (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 employee must not communicate any information relating to the any sale/purchase of store under this enquiry to any person other than the manufacturer or to 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, drawing etc. if any, enclosed herewith even if you are unable to quote.

**8. 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 faithfully,

General Manager-PPC- Weapons  
POF, WAH CANTT

Tele # 051-9055 21046  
Fax # 051-9271400  
E-mail # [mdwpm@pof.gov.pk](mailto:mdwpm@pof.gov.pk)

**PAKISTAN ORDNANCE FACTORIES**SCHEDULE TO TENDER NO. 4100-3-LP-WDATED: 15-04-2021

## FOR MATERIALS

(1) Item No.	(2) Description with Specs. Etc	(3) Toner No.	(4) Qty	(5) Price / Unit (FOR) or Free Delivery		(6) Delivery Date
				In Figures	In Words	
01.	HP 1200	15A	01			
02	HP 1300	13A	01			
03	HP 2200	96A	01			
04	HP 2035	05A	01			
05	HP 2015	53A	04			
06.	HP Pro 400	80A	01			
07.	HP 402	26A	10			
08.	HP 404 dn	76A	01			
09.	HP 1320	49A	02			
10.	HP 1132	85A	01			
11.	HP 1102	85A	02			
12.	MFP 130	17A	07			
13.	MFP M26nw	79A	04			
14.	MFP M227	30A	01			
15.	Epson L360	Inkset L360	03			

**19. Special Conditions: -**

- a) **Inspection Authority: R&P of M.D-Weapons**
- b) Cartridge of each printer will be refilled after 2 months (06 time in a year).
- c) Payment of each printer will be made in parts as and when job completed.
- d) Contract will be placed for one year, if performance found 100% which will be extend for further one year.
- e) Only Registered suppliers (with sales tax and income tax department) who are on Active Tax Payers List (ATL) on FBR are eligible to supply goods or services to Govt. Department. (ATL with Business Name must be attached with offer).
- f) Payment to the registered persons may be linked with the Active Tax Payers Status of the suppliers as per FBR Database if any registered supplier is not in ATL his payment should be stopped till the files his mandatory returns and appears on ATL of FBR.
- g) Fax Offers; e-mail offers, conditional offers and offers with less / without Bid Money & Tender Fee will not be entertained.
- h) **As per P.P.R.A Rule (Single Stage Two Envelop) Kindly send Technical and Commercial quotation separately.**

(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 from elsewhere at our risk & cost.

Place \_\_\_\_\_  
Date \_\_\_\_\_  
Official Stamp \_\_\_\_\_

Signature of the Tenderer \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Income Tax G.I.R. No. \_\_\_\_\_