



Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY

TO

PPRA & MIS

Dear Sirs,

Reference: TENDER ENQUIRY NO 4145-EM(SVC & MAINT.)-21(06)-LP-PUR-HOSP DATE  
23.01.2021

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 1200 HOURS ON 11-March 2021 IN BID CENTER ADJACENT TO RABITA HALL POF WAH CANTT AND MUST REACH BID CENTER ON OR BEFORE 11.30 HOURS ON 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: 4145-EM(SVC & MAINT.)-21(06)-LP-PUR-HOSP

Tender to be opened on: 11- March 2021 AT 1200 Hrs

The Bids received **By Post** will endorsed following address:

I/C C.R. Section C-04,  
POF WAH CANTT

In addition to it, the bids "By Hand" will also be received in the Bid Center till 30 mints before the time of Bid opening. No. Bid will be received in POF Hospital.

Tender in favour of: DY.COMMADANT-POF-HOSPITAL  
POF WAH CANTT. (PAKISTAN)

- 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

- 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.

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\_\_\_\_\_.  
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. **Tenders received without tender FEE will be rejected in tender opening.**

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 with POFs) and 5% (for unregistered firms) 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. Commandant-POF Hospital**  
**Tenders received without Bid Money & less Bid Money will be rejected in tender opening.**
- 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

- 6.1.1 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.

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 proposals.

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

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.

(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 on quarterly basis by CMA (POF) Wah Cantt through crossed cheque on submission of following documents;

Pre-receipted bill in triplicate duly completed.

Professional tax certificate for the current financial year of Punjab province. (duly attested in case of photo copy).

Copy of contract duly signed & stamped by the firm.

NTN certificate duly attested)

Satisfactory performance report to be submitted by Manager E.M deptt in triplicate duly countersigned by End user of the Machine.

- 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,

**Col**  
**(Salahuddin Bari)**  
**Dy Commandant POF Hospital**  
for PAKISTAN ORDNANCE FACTORIE

**PAKISTAN ORDNANCE FACTORIES**

SCHEDULE TO TENDER ENQUIRY NO. **4145-EM(SVC & MAINT.)-21(06)-LP-PUR-HOSP**  
DATE **23.02.2021.**

(1) **FOR MATERIALS**

Item No	Description with Spec etc.	Unit	Quantity	Price Figure	Price in Words	Delivery Date
1.	<b>Service &amp; Maintenance Contract for Multi Detector 16-Slice CT Scan Machine (TOSHIBA ALEXION.)</b>	No.	01			Service required as per scope of work (Attached)
	<b>Model:</b> Alexion Advance Edition					
	<b>Serial No.</b> ICA 1392271					
	<b>Scope of work:</b> (Attached as Annexure-B)					

(2) **For Plant & Machinery:-**

(3) **Special Conditions.**

- 1 The store must be protected adequately and appropriately to the mode of dispatch against damage from environmental effects, water or other substances during the sea voyage and overland journey to withstand the rough handling involved in transit and prove proper preservation of materials while held in storage by the consignee.
2. Firm should not quote the rates, if their Govt. does not permit them for export of the material to Pakistan.

(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 1280, 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 \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

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

**SCOPE OF WORK:**

Sr. #	Name of equipment/ Machine	Qty.
1.a	<b>Service &amp; Maintenance contract for Multi Detector 16-SLICE CT Scan Machine (TOSHIBA ALEXION.)</b>	01 No.
b.	<b>Model:</b> Alexion Advance Edition	
c.	<b>Serial No.</b> ICA 1392271	
2.	<b>Contract Period:</b>	
	01 Year <b>-Without Parts (extendable for further period on existing terms &amp; conditions).</b>	
	Contract is effective after the installation/ commissioning of newly procured X-ray Tube and successful functioning of CT Scanner Machine after installation report.	
3.	<b><u>SCOPE OF WORK</u></b>	
a.	1 (one) annual comprehensive maintenance which will include routine PPM, complete assessment of system and replacement of any spare parts (if required) and all system calibration and artifacts removal (if any), detailed report will be submitted to user.	
b.	04 (four) quarterly (3 months) comprehensive preventive maintenance (PM) services shall include the following: -	
	i. Function and operation safety check	
	ii. Adjustments, settings and lubrication	
	iii. Correction of detected defects which result from normal wear and tear and replacing parts if necessary, to enhance quality.	
	iv. Quality check	
	v. Calibration and simulation using phantoms and as per recommendation of manufacturer.	
	vi. Status and functionality of UPS along with batteries.	
	vii. Software up -gradation will be done free of cost as per manufacturer recommendation.	
	viii. Software problems involving no hardware will be resolved free of cost.	
c	Availability of engineer on priority, within 24 hour. Contact # landline / mobile of contact person in emergency including weekends will be provided to POF Hospital.	
d	Repair of software Vitrea ( for technician & radiologist workstation).	
e	Maintenance and optimal functioning of contrast injector of CT Scan machine during each quarterly PPM.	
f	Temperature check is required i.e environmental checks inside CT Scan room during each PPM.	

#### **4. Company Responsibility.**

- i Firm will provide certificate of sole distributor and authorized distributor of spare parts
- ii. Firm will provide list of all trained engineers of CT Scan machine Model Alexion - 16 (engineers certificate and degrees will be attached).
- iii Company shall confirm to provide exact field modification instruction (FMI) / software up-gradation as and when required / advised by the original manufacturer.
- iv. Company shall provide list of all consumable spare parts which requires replacement after the expiry of service contract period.
- v. Workshop setup of firm will be verified by nominated team of POFs Hospital.
- vi Manufacturer will provide certificate that brand new genuine parts will be provided as and when required.
- vii Company shall provide details of each parts being replaced alongwith complaint/error log reports.
- viii The replaced parts (if any) shall be the property of POF hospital.
- ix Manufacturer will provide certificate that its support will be available in case of major fault, which cannot be resolved locally.
- x In case of major parts required for maintenance/PPM, firm will ensure immediate supply and install the parts required against in-writing request (treated as purchase order) by POF Hospital & will submit delivery chalan to POF Hospital for payment which will be made as early as possible (within 30~40 days).
- xi The non-functioning time of machine will start after the in-writing request of POF Hospital to the firm for supply of parts required, which will be accumulated( freeze) and the final service contract period will be extended accordingly for that particular time period.
- xii In case of emergency, firm's technical staff will respond within 24 hours and visit POF Hospital as many times as required under their own arrangement and ensure the completion of job.
- xiii An annual servicing will be performed during the year in which major parts requiring replacement will be replaced. Necessary arrangements regarding payment of the major parts / will be made by POF Hospital.
- xiv .Service contract includes the cost of all above firm's labour charges, hand tools, Engr's visits and transportation.



## **5. Hospital's Responsibility**

- I System will be used only by the designated persons who have been given orientation / training of this system as per list to be provided by the firm subject to clause 4(ii).
- ii Hospital management and concerned department will ensure the access to the equipment after intimation to Electro medical department. Direct access of the firm to the equipment is prohibited.
- iii The machine to be used on UPS only to avoid unnecessary failure due to power fluctuations.
- iv. Hospital shall ensure virus protection of the software through appropriate means.
- V The hospital shall be responsible for ensuring to maintain the appropriate environmental conditions such as temperature and humidity etc. for smooth running of machine. Company will inform the hospital of any environmental condition problems after routine visits. The hospital will be expected to rectify the problems as soon as possible to keep the contract in effect.
- vi. POF Hospital shall forward satisfactory performance report in respect of maintenance service on submission of firm's bill.

**6. Wear and Tear:** Contract does not cover any apparent changes in the outlook of the equipment because of aging.

**7.** Service contract includes the cost of all above firm's labour charges, Hand Tools, Engr's visit and transportation.

**8.** POF Hospital- To forward satisfactory performance report in respect of maintenance service on submission of firm's bill.

### **9. FORCE MAJEURE".**

"Force Majeure" shall mean any event, Act/or other circumstances, not being an event, act or circumstances, under the control of the purchaser or of the supplier. The Supplier shall notify the Purchaser in writing of any such event within 15 days by Fax/Telex/Telegram of its commencement, which is relied upon by the supplier for its failure to comply with its obligation. The Purchaser shall have the right to conduct investigations to satisfy itself about the genuineness of the "Force Majeure" event.

Non- availability of raw material for the manufacture of stores, or of export permit for the export of the contracted stores from the country of its origin, shall not constitute "Force Majeure".

### **10 TERMINATION OF CONTRACT:**

(a) If at any time during the currency of this contract, the Purchaser decides to terminate the contract for any reason whatsoever (other than for reasons of FAILURE TO SUPPLY THE STORES) as per clause 14 he shall have the right to do so by giving the Supplier a registered notice to that effect. In that event, the Purchaser will accept delivery at the contract price and terms, of such of the materials then in the actual process of manufacture that is completed and ready for delivery within thirty days after receipt by the Supplier of such notice.

(b) In the case of remainder of the undelivered materials, the Purchaser may elect either:

(i) To have any part thereof completed and take the delivery thereof at the contract price, or

(ii) To cancel the residue and pay to the Supplier for the articles or components in the actual process of manufacture at the price to be determined by the Purchaser in which case materials in the process of manufacture shall be delivered by the Supplier.

No payment shall, however, be made for any materials not yet in the actual process of manufacture on the date notice of cancellation is received.