



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

To

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**Dear Sirs,**

Reference: Tender Enquiry No. 3590-Gen-02-Pur-AA, Dated 26 -04-2022

You are requested to submit sealed quotations for the item(s) noted in the Schedule to the Tender. Technical & Commercial offers must be sealed separately. Please note the following instructions for filling the tender:-

1. **SUBMISSION OF TENDER**

1.1 Tenders will be opened at 1230 hours on **26-May-22** and must reach Bid centre adjacent to Rabita Hall on or before that time. 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: **3590-Gen02-Pur-AA**

Tender to be opened on: **26-May-2022**

Address as follows:-

**GM-Planning-AA**

**POF Wah Cantt**

1.3 If envelope does not indicate reference of T.Es 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 You are required to quote in two parts:-

**Part I "Technical Offer":** It should exclusively give technical details and literatures/brochures of the offered services; 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 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 **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 references to Registration No. in cases of Sales Tax and relevant authority in the case of others. Offers 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 material/products supplier by them, in their quotations and shipping/dispatch documents
- 2.12 if the requisite information is not furnished 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.

### 3. Inspection

- 3.1 Supplies/ services 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, with in 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 of **Rs.500.00** in favour of **Dir-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 T.E.

#### 5. **BID MONEY**

5.1 **Bid Money at the rate of 2% (for registered firms) & 5% ( for un-registered 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

**GM-Planning-AA.**

**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 finalised. 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 rejected 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 should 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 favour of CMA(POF) Wah Cantt. It will be returned on satisfactory completion of 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 & 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/ services 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**

Payment will be made by the CMA(POF) through crossed cheques on receipt/ acceptance of stores on our prescribed bill form supported by receipt voucher on part/full supply basis.

- (a) 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 liable to be removed from the approved list.

Yours Faithfully

(KARIM-ULLAH-KHAN)  
Manager-Purchase-AA  
for Pakistan Ordnance Factories

Tele **051-9055-22241**

Fax **051-9271400**

Pakistan Ordnance FactoriesSchedule to Tender No. 3590-Gen-02-Pur-AADated 26 -04-2022

(1)

| (1)<br>Item No. | (2)<br>Description   | (3)<br>Work to be Required        | (4)<br>Unit | (5)<br>Qty | (6)<br>Price Per Unit FOR or free delivery |          | (7)<br>Delivery Date |
|-----------------|--|-----------------------------------|-------------|------------|--|----------|----------------------|
|                 |  |                                   |             |            | In Figures                                 | In Words |                      |
| i               | Guided Rod Bushes  | <b>Require repair/replacement</b> | No.         | 04         |  |          |                      |
| ii              | Directional Control Valve  |                                   | No.         | 02         |  |          |                      |
| iii             | Hydraulic Seals & Gauge  |                                   | No.         | 04         |  |          |                      |
| iv              | Hydraulic Cylinder Leakage   |                                   | No.         | 02         |  |          |                      |
| v               | Hydraulic System Fault (Hydraulic Pipe Fittings & Pressure Relief and Control valve) | <b>Require overhauling</b>        | No.         | 02         |  |          |                      |

(3) Special Conditions

|       |   |
|-------|---|
| i.    | <b>For the sake of technical understand, firms are requested to furnish their request for visiting and witnessing the Styropore Plant requiring maintenance within a week of floating this tender, so that formal approval of visit be obtained from competent authority. The visit request must contain particulars of individual, including full name and CNIC No. This provision is being allowed to assist the firms in developing complete understanding of scope of work and submitting relevant quotations afterwards.</b> |
| ii.   | After conducting the required maintenance, trial run of styropore plants would be conducted. Any additional components if added at that stage would be supplied by the firm free of cost  |
| iii.  | Warranty period for the equipments would be 12 months from the date of commissioning. Firm will repair the equipment or replace the defective part free of cost within warranty period.   |
| iv.   | The firm shall ensure availability of spares at suitable price and maintenance services, if deemed necessary, for a period of ten years.  |
| v.    | The machine will be shifted to firm's premises and returned back to site on firm's arrangement.   |
| vi.   | <b>Inspection at Firm's Premises:-</b> Inspection will be carried out by GM-B&G or his authorized reps at Firm's Premises.<br><b>Inspection at POF:-</b> The inspection team of POF will accompany firm's Technicians during installation and commissioning of the styropore plants. After successful installation and satisfactory trial run for manufacturing of Job, acceptance certificate will be issued.  |
| vii.  | Offer should be based on local supply.  |
| viii. | Any quantity of store, if found defective functionally, will essentially be replaced by the supplier free of cost under his own arrangement.  |
| ix.   | 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 transit & provide preservation of store while held in storage by the consignee   |
| x.    | After placing of contract, accepted copies of the contract duly signed & stamped must be provided within 05 days.   |
| xi.   | Participants/Bidders are obligatory to forward necessary credentials of their firm showing/elaborating details of their business with Govt / Semi-Govt & Public Sector organization/departments of Pakistan alongwith their quotation.  |

**SINGLE STAGE-TWO ENVELOPE PROCEDURE:**

- I. THE BID SHALL COMPRISE A SINGLE PACKGE CONTAING TWO SEPARATE ENVELOPES. EACH ENVELOPE SHALL CONTAIN SEPARATELY THE FINANCIAL PROPOSAL AND THE TECHNICAL PROPOSAL.
- II. THE ENVELOPE SHALL BE MARKED AS "FINANCIAL PROPOSAL" AND "TECHNICAL PROPOSAL IN BOLD AND LEGIBLE LETTERS TO AVOID CONFUSION.
- III. INITIALLY, ONLY THE ENVELOPE MARKED "TECHNICAL PROPOSAL" SHALL BE OPENED.
- IV. THE ENVELOPE MARKED AS "FINANCIAL PROPOSAL" SHALL BE RETAINED IN THE CUSTODY OF BID CENTRE.
- V. DURING THE TECHNICAL EVALUAITON NO AMENDMENTS IN THE TECHNICAL PROPOSAL SHALL BE PERMITTED.
- VI. THE FINANCIAL PROPOSALS OF BIDS SHALL BE OPENED PUBLICLY AT A TIME, DATE AND VENUE ANNOUNCED AND COMMUNICATED TO THE BIDDERS IN ADVANCE.

- NOTE:-**
- A. TENDERS ACCOMPANYING BID MONEY LESS THAN 2% (FOR REGISTERED FIRMS) & LESS THAN 5% ( FOR UN-REGISTERED FIRMS) WILL BE REJECTED.
  - B. TENDERS ACCOMPANYING NON-REFUNDABLE TENDER FEE LESS THAN RS.500.00 WILL BE REJECTED.
  - C. ONLY THOSE SUPPLIERS,WHO ARE ON ACTIVE TAXPAYER LIST (ATL) OF FBR, ARE ELIGIBLE TO SUPPLY GOODS/SERVICES TO POFs.
  - D. THE PAYMENT TO THE REGISTERED PERSONS WILL BE LINKED WITH THE ACTIVE TAXPAYER STATUS OF THE SUPPLIERS AS PER FBR DATABASE.IF ANY REGISTERED SUPPLIER IS NOT IN ATL HIS PAYMENT WILL BE STOPPED TILL HE FILES HIS MANDATORY RETURNS AND APPEARS ON ATL OF FBR.

**(5) 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 _____ | Signature of the Tender | _____ |
| Date _____  | Name                    | _____ |
|             | Position                | _____ |
|             | Address                 | _____ |
|             | Income Tax G.I.R. No    | _____ |