



POF 1262-A  
(INDIGENOUS SUPPLIES)

Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY  
(Therapeutic Goods / Pharmaceuticals)

To  
M/s

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

Dear Sirs,

Reference : TENDER ENQUIRY NO. 0036/HOSP/LP/54/SPARES.

DATED 06-03-2025

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 a single stage two envelopes. Fax offer received before opening of Tender is acceptable. Please note the following instructions for filling the tender:-

**1. SUBMISSION OF TENDER**

1.1 Tenders will be opened at 10:00 hours on 25-03-2025 in Bid Centre adjacent to Rabita Hall POF Wah Cantt. Quotation must be submitted electronically on [www.ebidding.pof.gov.pk](http://www.ebidding.pof.gov.pk) (otherwise offer will not even be entertained) as well as in hard form (duly sealed in envelopes) before 30 minutes of opening 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: 0036/HOSP/LP/54/SPARES. DT. 06-03-2025  
Tender to be opened on: 25-03-2025  
Address as follows:-

([www.ebidding.pof.gov.pk](http://www.ebidding.pof.gov.pk)) BID CENTER  
ADJACENT TO RABITA HALL  
POFs, WAH CANTT.

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 (THERAPEUTIC GOODS)**

2.1 For SPARES., the prices should be filled in column 6 and delivery date in relevant column 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 SPARES., the bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Technical offer and the Commercial offer:-

**Part I "Technical Offer":** It should exclusively give technical details and literatures/brochures of the SPARES.; 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 technical 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 tenders 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 despatch 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.

Free delivery at POF's hospital 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 despatched 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 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/despatch 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 with a non-refundable tender fee Rs 500/- by means of a crossed postal order / pay order in favour 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 T.E.

**5. BID MONEY**

Bid Money as per following detail, 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 WAH CANTT.**

- 5.1 Registered / indexed firms incl foreign firms - 2% of quoted value subject to max ceiling of Rs. 0.50 M.
- 5.2 Registered / un-indexed firms incl foreign firms - 03% of quoted value subject to max ceiling of Rs. 0.75 M.
- 5.3 Unregistered Firms incl foreign firms - 5% of quoted value subject to max ceiling of Rs. 1.00 M.
- 5.4 Govt. organization/ production units/state owned enterprises/ welfare projects of Svcs HQ - Rs. 0.50 M.
- 5.5 Earnest money will be returned to un successful (less first three lowest quote firms) bidders on opening of commercial offer.
- 5.6 Earnest / bid money will be returned to successful bidder on submission of unconditional BG.

**6. ACCEPTANCE OF OFFERS.**

6.1 POF Hospital may reject all bids or proposals at any time period to the acceptance of the 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 of upto 10% of the total value of contract, in the form of Deposit At Call Receipt from a scheduled Bank within 07 working days from issuance of LOI strictly. 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 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. 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 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**

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 authorised 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 - 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

LT COL SALMAN HYAT KHAN

DY. COMMANDANT

for PAKISTAN ORDNANCE FACTORIES

## PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO. 0036/HOSP/LP/54/SPARES.

06-MAR-25**(1) FOR MATERIALS**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Item No.	Description with Specs. etc.	Manufacturer	Unit	Qty	Quoted Rate (Rs.)	GST (Rs.)	Total Price (Rs.)
<b>Indent No. 0036/LP/HOSP/54 Dated 13-11-2024</b>							
001	P.C BOARD ASSEMBLY (CH PANEL 03 P.C BOARD ASSY: PART # 562-23087-01) FOR HEAVY DUTY DIGITAL X-RAY MACHINE (MODEL RAD SPEED MC, DUAL FPD CXDI-401C COMPACT)  Spec: ELECTRONICS SPARE		NO	1			

**GRAND TOTAL (Rs):**

(2) For Plant & Machinery:  
Specification:-

**(3) Special Conditions**

- 01 Only one rate should be quoted in local currency i.e, Rs / Unit.
- 02 Warranty / Gurantee OF SPARE PARTS: 01 year from the date of installation.
- 03 Quotation must remain valid for 90 days from commercial opening.
- 04 Firm to ensure that gouted spare part is fresh stock/brand new and imported.
- 05 Firm to Ensure successful working of the machine after installation of Quoted spare parts & with the provision of service report.
- 06 Sales Tax Registration No. issued by Excise & Taxation Department must be given in quotation.
- 07 The delivery is required immediately .The supllier will be bound to supply the store within said period.D.P will not be extended in any case.
- 08 Brand name must clearly be Mentioned against which the rate is quoted.
- 09 Supplier must assure the quality of items supplied. In case of any complaint from end user, the supplier will replace the item on his own expense.
- 10 Only registered suppliers (with sales tax & income tax deptt) who are on active taxpayer list (ALT) of FBR are elligible to supply goods/services to government departments. If any registered suppliers is not ACTIVE on ATL, his payment will be stopped till the mandatory returns and appearance on ATL of FBR.
- 11 Supplier will ensure / provide documentary evidence at the time of payment that he had paid stamp duty @ 0.25% of total value of contract.
- 12 Supplier will provide authorized distribution letter of their manufacturer/ importer (notarized copy from related Embassy and rep must generate the original of same at the time of tender opening (Technical)
- 13 Firm should be registered with SECP (Securities & Exchange Commission of Pakistan) registration certificate be enclosed with T.E documents.
- 14 Tender Received Without Bid Money Will Be Rejected.
- 15 Criteria for Technical Evaluation of Bids is attached as per Annex-A.
- 16 Firm will provide import documents of the supplied Spares.

## PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO. 0036/HOSP/LP/54/SPARES.

06-MAR-25**(4) 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 elsewhere at our risk and cost.

<b>Place</b> _____	<b>Signature of the Tenderer</b> _____
<b>Date</b> _____	<b>Name</b> _____
_____	<b>Position</b> _____
_____	<b>Address</b> _____
	<b>Income Tax G.I.R. No</b> _____
	<b>Official Stamp</b> _____

**SECTION VI- EVALUATION AND QUALIFICATION CRITERIA  
(SAMPLE)**



## Sample Qualification and Technical Evaluation criteria

	Parameters	Detail	Total marks	Remarks																		
1	Market experience in quoted items	<table border="1"> <tr> <td>i.</td> <td>Above 5 years</td> <td>5</td> </tr> <tr> <td>ii.</td> <td>3-5 yrs</td> <td>3</td> </tr> <tr> <td>iii.</td> <td>1-2 yrs</td> <td>1</td> </tr> </table>	i.	Above 5 years	5	ii.	3-5 yrs	3	iii.	1-2 yrs	1	5	In case of authorize supplier, original manufacturer experience shall be attached. Experience less than 1 year are not eligible									
i.	Above 5 years	5																				
ii.	3-5 yrs	3																				
iii.	1-2 yrs	1																				
2	Past performance	<p>Major institution served</p> <table border="1"> <tr> <td>i.</td> <td>Above 10</td> <td>10</td> </tr> <tr> <td>ii.</td> <td>8 to 10</td> <td>8</td> </tr> <tr> <td>iii.</td> <td>5 to 7</td> <td>6</td> </tr> <tr> <td>iv.</td> <td>2 to 4</td> <td>4</td> </tr> <tr> <td>v.</td> <td>1</td> <td>2</td> </tr> <tr> <td>vi.</td> <td>No institution served</td> <td>0</td> </tr> </table>	i.	Above 10	10	ii.	8 to 10	8	iii.	5 to 7	6	iv.	2 to 4	4	v.	1	2	vi.	No institution served	0	10	Institution include Government department, hospitals and private hospitals
i.	Above 10	10																				
ii.	8 to 10	8																				
iii.	5 to 7	6																				
iv.	2 to 4	4																				
v.	1	2																				
vi.	No institution served	0																				
3	Credibility and certification	<table border="1"> <tr> <td>i.</td> <td>Valid GMP certificate</td> <td>5</td> </tr> <tr> <td>ii.</td> <td>Valid ISO certification</td> <td>3</td> </tr> <tr> <td>iii.</td> <td>Any other relevant certification</td> <td>2</td> </tr> </table>	i.	Valid GMP certificate	5	ii.	Valid ISO certification	3	iii.	Any other relevant certification	2	10	GMP issued by Drug Regulator Authority of Pakistan is required. Therapeutic goods which are not Registered with DRAP are not eligible.									
i.	Valid GMP certificate	5																				
ii.	Valid ISO certification	3																				
iii.	Any other relevant certification	2																				
4	Financial Status	<table border="1"> <tr> <td>i.</td> <td>Last year audited balance sheet</td> <td>5</td> </tr> <tr> <td>ii.</td> <td>Tax returns last 3 years</td> <td>3</td> </tr> <tr> <td>iii.</td> <td>Bank certificates about wealth, reputation and liquidity status that bidders have never defaulted</td> <td>2</td> </tr> </table>	i.	Last year audited balance sheet	5	ii.	Tax returns last 3 years	3	iii.	Bank certificates about wealth, reputation and liquidity status that bidders have never defaulted	2	10	Bidder can provide more than one certificate which indicates about bidder's financial wealth, liquidity status, reputation that they have never defaulted in financial transactions and letter									
i.	Last year audited balance sheet	5																				
ii.	Tax returns last 3 years	3																				
iii.	Bank certificates about wealth, reputation and liquidity status that bidders have never defaulted	2																				



				of credits.																								
5	Production capacity	Per day production capacity against the quoted items against total advertised quantity <table border="1"> <tr> <td>i</td> <td>1.6-2%</td> <td>5</td> </tr> <tr> <td>ii</td> <td>1.1-1.5%</td> <td>3</td> </tr> <tr> <td>iii</td> <td>1%</td> <td>2</td> </tr> <tr> <td>iv</td> <td>Less</td> <td>0</td> </tr> </table>	i	1.6-2%	5	ii	1.1-1.5%	3	iii	1%	2	iv	Less	0	5													
i	1.6-2%	5																										
ii	1.1-1.5%	3																										
iii	1%	2																										
iv	Less	0																										
6	Product sample	Sample will be examine per following parameters a) Labeling and packing rule 1986 b) Outer packing c) Inner packing d) Physical appearance <table border="1"> <tr> <td>i</td> <td>Excellent</td> <td>5</td> </tr> <tr> <td>ii</td> <td>Good</td> <td>3</td> </tr> <tr> <td>iii</td> <td>Satisfactory</td> <td>2</td> </tr> <tr> <td>iv</td> <td>Unsatisfactory</td> <td>0</td> </tr> </table>	i	Excellent	5	ii	Good	3	iii	Satisfactory	2	iv	Unsatisfactory	0	5	Products that 100% comply with the advertised specification shall be considered for evaluation												
i	Excellent	5																										
ii	Good	3																										
iii	Satisfactory	2																										
iv	Unsatisfactory	0																										
7	Technical staff	<table border="1"> <tr> <td rowspan="2">i</td> <td rowspan="2">Plant manager</td> <td>PHD/</td> <td>2</td> </tr> <tr> <td>IPHIL</td> <td>1</td> </tr> <tr> <td rowspan="2">i</td> <td rowspan="2">Production manger</td> <td>PHD/</td> <td>2</td> </tr> <tr> <td>IPHIL</td> <td>1</td> </tr> <tr> <td rowspan="2">i</td> <td rowspan="2">Quality surance manger</td> <td>Pharm</td> <td>1</td> </tr> <tr> <td>/ MSc hemistry</td> <td></td> </tr> <tr> <td rowspan="2">i</td> <td rowspan="2">Quality control manager</td> <td>Pharm</td> <td>1</td> </tr> <tr> <td>/ MSc hemistry</td> <td></td> </tr> </table>	i	Plant manager	PHD/	2	IPHIL	1	i	Production manger	PHD/	2	IPHIL	1	i	Quality surance manger	Pharm	1	/ MSc hemistry		i	Quality control manager	Pharm	1	/ MSc hemistry		6	Bidder is required to attach relevant attested degree and appointment letter of the concerned staff
i	Plant manager	PHD/			2																							
		IPHIL	1																									
i	Production manger	PHD/	2																									
		IPHIL	1																									
i	Quality surance manger	Pharm	1																									
		/ MSc hemistry																										
i	Quality control manager	Pharm	1																									
		/ MSc hemistry																										

8	Bioequivalence study of the quoted products	Availability of bioequivalence study	3													
9	Ranking of firm	Current ranking according to Sales (pharmaceutical sales index)	6	Attach certificate of current ranking												
		<table border="1"> <tr> <td>i</td> <td>Above 100</td> <td>1</td> </tr> <tr> <td>ii</td> <td>60-99</td> <td>3</td> </tr> <tr> <td>iii</td> <td>30-59</td> <td>5</td> </tr> <tr> <td>iv</td> <td>1-29</td> <td>6</td> </tr> </table>	i	Above 100	1	ii	60-99	3	iii	30-59	5	iv	1-29	6		
i	Above 100	1														
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10	Source of Raw Material	<table border="1"> <tr> <td rowspan="2">i</td> <td rowspan="2">Active ingredient</td> <td>Original Manufacture/research molecule /FDA approved</td> <td>5</td> </tr> <tr> <td>Others</td> <td>3</td> </tr> <tr> <td rowspan="2">ii</td> <td rowspan="2">Excipient</td> <td>Original Manufacture/research molecule /FDA approved</td> <td>5</td> </tr> <tr> <td>Others</td> <td>3</td> </tr> </table>	i	Active ingredient	Original Manufacture/research molecule /FDA approved	5	Others	3	ii	Excipient	Original Manufacture/research molecule /FDA approved	5	Others	3	10	Attach certificate
i	Active ingredient	Original Manufacture/research molecule /FDA approved			5											
		Others	3													
ii	Excipient	Original Manufacture/research molecule /FDA approved	5													
		Others	3													
11		Obtained marks=	Total = 70													