



**GOVERNMENT OF PAKISTAN
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY**

To

M/s

Dear Sirs,

Reference: TENDER ENQUIRY NO. 0401-LP-JBH-54 DATED 10-06-2024

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 11:00 hours on 04-07-2024 at Bidding Centre adjacent to Rabita Hall, POF Wah Cantt and must reach at below mentioned address 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: 0401-LP-JBH-54
Tender to be opened on: 04-07-2024
Address as follows:-**

**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.

1.4 Tender "By Hand" can be delivered at Bid Center, Rabita Hall , POF Wah Cantt.

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. As per **PPRA Rule 36(b)**, **Single Stage two envelope method** is/will be utilized for "Open competitive bidding." Moreover, technical & commercial evaluation of Bids will be carried out strictly as per PPRA rules and contract(s) will be awarded to the most advantageous bidder(s)..

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 **WAH CANTT**

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.

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 Security

5.1 A copy of Bid Security should accompany the tender in shape of deposit at call receipt/Pay Order/Banker Cheque from scheduled bank drawn in favour of :-

MD-EXPLOSIVES

5.2 Bid security instrument in original must be provided on the day/date of tender opening in the Bid Center as under:

- a. Registered/indexed firms including foreign firms - 2% of quoted value subject to the maximum ceiling of Rs. 0.5 Mn.
- b. Registered/un-indexed firms including foreign firms -3% of quoted value subject to the maximum ceiling of Rs. 0.75 Mn.
- c. Unregistered Firms including foreign firms - 5% of quoted value subject to the maximum ceiling of Rs. 1.00 Mn.
- d. Govt organization/production units/state owned enterprises/welfare projects of Svcs HQ - Rs 0.50 M. can be waived off on request by DG(C)
- e. Bid money will be returned to unsuccessful (less first three lowest quotee firms) bidders on opening of commercial offers
- f. Bid money will be returned to successful bidders on submission of performance bond/unconditional B.G.
- g. Quotation accompanied with less bid money will be accepted on provisional basis for 10 x days after opening of bids. However the firms are bound to provide/furnish the balance bid money within 10 x days after opening of bid otherwise such quotations will be ignored or rejected
- h. Offers received without Bid Security will not be entertained.
- i. Bid money will be forfeited in case the quotation is withdrawn before the expiry of its validity date.

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 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 by the C.M.A(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 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,

(Hina Javed)
MANAGER PURCHASE (JBHC)
JBH CCOMPLEX, POFS, Wah Cantt.

-:05:-
PAKISTAN ORDNANCE FACTORIES WAH CANTT
SCHEDULE AGAINST T.E. NO. 0401-JBH-LP-54, DT. 10-06-2024

(1)	(2)	(3)	(4)	(5)		(6)		(7)
Item No.	Scope of Work	Unit	Qty	Repairing Cost per Unit (in Pak rs.)		Service Charges per Unit (in Pak rs.)		DELIVERY period
				in word	in figure	in word	in figure	
1.	Repairing of Electric Heaters with following scope of work. Heaters fitting Electric Panel 24" x 36" K Type thermocouple Installation and commissioning	Set	02					Within 03 months after placement of contract

2. Special Conditions:-

- i. Bids shall be opened as per PPRA Rule 36 (b) "single stage – two envelop procedure" in which the bid shall comprise of two separate envelops: financial proposal and the technical proposal. Initially only Technical offer will be opened. In case of non-compliance, the offer will be rejected.
- ii. Offers of the defaulter firms will not be entertained.
- iii. The firm (supplier) will render warranty/ guarantee, in duplicate to the purchaser as soon as the heaters have been repaired.. This warranty/Guarantee shall be binding on the supplier for a period of 03 months from the date of installation of heaters at consignee's end.
- iv. Bid Evaluation Criteria:
 - a. Offers with cutting / overwriting / more than 01 option / photo copy quotation are not acceptable.
 - b. Tender specification must be confirmed.
 - c. Bid Money (Along with commercial offer) and Tender fee (along with technical offer) must be in order otherwise offer stands rejected.
 - d. Past performance of the firm must be satisfactory.
 - e. Firm must avoid conditional offer.
 - f. Correspondence/queries must be replied within stipulated time period otherwise firm will be declared "non-responsive". Any technical clarification must be supported by OEMs literature.
 - g. Firm must accept all terms & conditions given in T.E Performa (Indigenous Supplies).
 - v. Participating firms should have not defaulted in any contract with POF or any other govt. organizations.
 - vi. All types of work required to make the heaters serviceable will be included in scope of supply.
 - vii. Firm will forward details of their reps. deputed for repairing, for security clearance.
 - viii. **Rates of material, Sales Tax on material as well as Services Tax on services must be shown separately.**
 - ix. Acceptance of Heater is subject to successful functional Trial.
 - x. Inspection authority: Manager-Elect.-JBHC or his authorized rep. Place of inspection: JBH Complex
 - xi. Firm must accept all the terms and conditions embodied in POF 1281 (General conditions of contract).
 - xii. Loading, Lifting, Collection of the rejected store will be firm's responsibility.
 - xiii. Firm shall produce NTN, GST, ATL, PTC, other relevant Registration Certificates when required.
 - xiv. Firm's Reps. may witness the opening of the tender at Bid Centre if desire, and should bring a Letter of Authority duly mentioning specific Tender No. & date.
 - xv. **Bid must be submitted in Hard Form**
 - xvi. **Validity period will be considered after opening of commercial offers.**

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 p.o.f.-1281 and to deposit the performance bond within the prescribed time, failing which it will constitute a breach of contract and p.o.f. will have the right to purchase the stores/services elsewhere at our risk and cost.

PLACE
DATED

Official Stamp

SIGNATURE OF THE TENDERER
NAME
CNIC No.
(Attach Copy of CNIC)
POSITION
INCOME TAX G.I.R. NO.