POF 1262-A
(INDIGENOUS SUPPLIES)

Government of Pakistan
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

To

M/s

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Dear Sirs,

Reference : TENDER ENQUIRY NO. **0288/LP/SJL/41/P-AA** DATED **24-JAN-12**

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. 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 1200 hours on **23-FEB-12** and must reach this office 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: **0288/LP/SJL/41/P-AA**
Tender to be opened on: **23-FEB-12**
Address as follows:-

MANAGING DIRECTOR
POF SANJWAL CANTT
DISTRICT ATTOCK

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.

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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, no intimation will be given to the Tenderers.

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.

and/or

Free delivery at POF's stores at **SANJWAL**

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 refrences to Registration No. in cases of Sales Tax and relevent 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 Proffessional Tax payable by him" offers recieved 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

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, with in a specified time.

Contd...P-3

4. TENDER FEE

The tender must be accompanied by a non-refundable fee by means of a crossed postal order in favour of: **MD-POF SANJWAL CANT**

The rates of the Tender Fee are as follows:-

Cost of supplies upto Rs 0.1 Million	- Rs 50
Cost of supplies from Rs 0.1 Million to Rs 0.5 Million	- Rs 100
Cost of Supplies over Rs 0.5 Million	- Rs 200

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 1% of the quoted value, should accompany the tender in the shape of Deposit at Call Receipt, from a scheduled Bank drawn in favour of:-

MD-POF SANJWAL CANTT POF WAH CANTT.

5.2 Tenders received without Bid Money will be rejected.

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 untilthe contract is finalised. Bid Money will be forfeited in case the quotation is withdrawn before the expiry of its valid

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

6. ACCEPTANCE OF OFFERS

6.1 The right to accept or reject any offer in full or in part, without assigning any reason or to negotiate price without prejudice to the original offer is hereby reserved.

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, in the form of Deposit At Call Receipt from a scheduled Bank; or, an un-conditional Bank Gaurantee 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.

i.	For contract valuing upto Rs. 1,000,000	- 10%
ii.	For contract valuing beyond Rs. 1,000,000 and upto Rs. 2,500,000	- 05% but not less than Rs. 100,000
iii.	For contract valuing beyond Rs. 2,500,000	- 2% but not less than Rs. 125,000

(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.

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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 circumantances of the case.Otherwise, he will be entitled, at his discretion, to cancel the contract; and/or claim liquidated damages upto 5% but not less than 4% 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 20% 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 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 - 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

M.RAUF UZ ZAMAN
MANAGER PURCHASE

for **PAKISTAN ORDNANCE FACTORIES**

Tele **057-9316253-6** **email:mdsjl@pof.gov.pk** Fax **057-9316252**

POF 1262-A

PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO. 0288/LP/SJL/41/P-AA 24-JAN-12

(1) FOR MATERIALS

(1)	(2)	(3)	(4)	(5)		(6)
Item No.	Description with Specs. etc.	Unit	Qty	Price Per Unit FOR or free delivery		Delivery
				In Figures	In Words	
1	TAPER ROLLER BEARING S/R NO.32217 85X150X98.5 MM SKF/FAG	NO	8			
2	PRECISION ANGULAR CONTACT BALL BEARING (S/R) NO.7020 SIZE: 100X150X24 MM CDGA/P4 A SKF OR 7020C.T.P4SMAKE FAG	NO	12			

Indent No: 0288/LP/41/MC-SJL
Indent Date: 08-JUN-11

(2) For Plant & Machinery:
Specification:-

(3)**Special Conditions**

a. Store will be inspected by MD POF Sanjwal or his authorized rep.
b. Rates quoted should be clearly indicated if these are inclusive or exclusive of sales tax. Otherwise it will be assumed that rates are inclusive of sales tax.
c. Amount of Performance Bond and outstanding payment of bill against other contracts shall not be treated as bid money etc.
d. All manufacturer of taxable goods and importer are required to be registered with the sales tax department and to issue tax invoices in respect of all their sales and all the supplier are advised to provide the sales tax invoices whenever they buy taxable goods from any manufacturer/importer. The production of these invoices may also be attached when supplies are made by supplier/contractors. If a supplier claims that he is neither an importer nor a manufacturer and not authorised to issue tax invoices, then he will provide sales tax invoices issued by the concerned registered importer/manufacturer from whom such supplier had procured the goods.
e. Rates quoted must remain valid for 90 days minimum.

(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.

Place _____
Date _____
_____
_____

Signature of the Tenderer _____
Name _____
Position _____
Address _____
Income Tax G.I.R. No _____
Official Stamp _____