



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

To

M/s _____

Dear Sirs,

Reference: Tender Enquiry No. **0006/CRB/FP/47**, **Dated 09 March 2018**

You are requested to submit quotations for the items noted in the schedule to the tender. Offers 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 1230 hours on **12 April' 2018** and must reach this office on or before 1200 hours upto 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: **0006/CRB/FP/47**

Tender to be opened on: **12 April' 2018**

Address as follows:-

GM-Planning-AA & Carbide Fy

POF Wah Cantt

1.3 If envelope does not indicate reference of T.E or received late the same will be returned un-opened.

2. **General Instructions Regarding Preparation of Quotations.**

2.1 **For Materials:-** The price 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 & 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 FOB. The consignment will be shipped through Pakistan National Shipping Corporation (PNSC). In case there is no PNSC service in the country of shipping, please quote on C & F basis. The freight should be indicated separately. Insurance premium should not be included in the quoted price. However, where insurance is considered necessary, advice to that effect should be given in the quotation.
- 2.8 Submission of the offer through an agent in Pakistan should be avoided. In case it is considered inevitable, the agent's quotation must invariably be accompanied by the original proforma invoice from the principals/manufacturers.
- 2.9 Country of origin and port of shipment to be stated clearly.
- 2.10 The offer of the principal must clearly indicate whether the rate quoted is inclusive of agent's commission, and if inclusive rate of commission included be specified.
- 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 form or offer received is not in conformity with the requirement of the T.E each 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, 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.

3.3 **TENDER SAMPLE**

Where required offer must accompany tender sample strictly according to the description 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 samples thereof against previous T.E.

4. **Acceptance of Offers**

4.1 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..

4.2 **Performance Bond**

(a) The successful bidder will provide Performance Bond at the rate upto 10% of F.O.B value of the contract in favor of Controller Military Accounts CMA (POF) Wah Cantt. The Performance Bond will be furnished in the form of Deposit at Call Receipt (CDR) from any scheduled bank in Pakistan or an unconditional bank guarantee on prescribed proforma covered by any scheduled bank in Pakistan. The performance Bond shall be furnished within 45 days from the date of opening of Letter of Credit. It shall be valid for a period of 12 months after the date of expiry of letter of credit. If the Performance Bond is not furnished within the prescribed time of 45 days, the Purchaser reserves the right to:

i. Impose penalty @ 1% per month of the value of CDR /BG.
(Clause 4.2 (a i) is not applicable in case of procurement of Plant/Equipment/Machinery items)

OR

ii. Cancel the contract and make other arrangements for purchase of the stores at the risk and expense of the supplier.

(b) No Performance Bond will be required if the total FOB value of the contract is less than US \$50,000 and contract is placed directly on the foreign Supplier.

4.3 Failure to Supply the Stores

All deliveries must be completed by the specified dates. 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 un-supplied either in part or in full or to purchase from elsewhere, the unsupplied stores at the risk and cost of the supplier.

4.4 Payment

100% Payment will be released after receipt, inspection and acceptance of store at POF.

5. 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

(Kareem Ullah Khan Yousafzai)
Manager Purchase-AA

Tele	051-9055-22278
Fax	051-9271400
Telex	5840 POF AC PK

Pakistan Ordnance FactoriesSchedule to Tender No. **0006/CRB/FP/47**Dated **09 March' 2018**

(1)	(2)	(3)	(4)	(5)		(6)
Sr. No.	Description with Specs. etc.	Unit	Qty	Price Per Unit FOB or C&F		Delivery Date
				In Figures	In Words	
1	GRINDEX 10CO EQUIVALENT TO BLASSO CUT 895 GRINDING COOLANT (ISO GRIND A-20)	Ltr	200			

(2) Special condition

1. The store must be protected adequately and appropriately against damages environmental effects, water or other substances during journey/transportation or withstand the rough handling involved in transit & provide preservation of material while held in storage by the consignee.
2. New participants/bidders are obligatory/ to forward necessary credentials of their firm showing/elaborating details of their business with Govt/Semi Govt. & public sector organizations/departments of Pakistan along with their quotation.
3. Store must be brand new, from current year production and from OEM.
4. After placing of contract, accepted copies of the contract, duly signed, and stamped must be provided within 05 days.
5. Store will also be inspected under functional test/trial.

FOR FOREGIN SUPPLIERS

1. To firm entering into business with POFs first time, 100% payment will be made after acceptance of store at POFs.
2. The firm who is not capable to get export license from their respective department, is not allowed to participate in the tender.
3. Price must be quoted on FOB as well as C&F basis. If quotation is on C & F basis, the freight should be indicated separately.
4. Store will be supplied on warranty guarantee basis, & 100% inspection will be carried out by GM-Carbide Factory, after receipt of store in POF Wah.
5. Date of shipment will be considered as date of delivery.

FOR INDIGENOUS SUPPLIERS

1. Price should be quoted in local currency on FOR Wah Cantt basis.
2. Bid money @2% (for registered suppliers) and @ 5% (for un-registered suppliers) of quoted value in favor of GM-Planning-AA, in the shape of CDR/pay order/banker cheque along with quotation is mandatory.
3. Tender fee Rs.500/- in favor of Director Admin POFs, in the shape of postal order is mandatory.
4. Only registered suppliers (with sales tax & income tax deptt.) who are on active tax payers list (ATL) of FBR eligible to supply goods/services to government deptt.
5. If interested to witness tender opening please come at Rabita Hall POFs Wah Cantt before 1200 hrs on opening date along with original authority letter (if rep. of firm), visiting card (if owner of firm) and original CNIC with photocopy.
6. 100% payment will be made after receipt and acceptance of store at POFs through crossed cheque.
7. Date of receipt of store in POFs will be considered as date of delivery.

Pakistan Ordnance FactoriesSchedule to Tender No. **0006/CRB/FP/47**Dated **09 March' 2018**(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 _____