



POF 1262-A
INDIGENOUS SUPPLIES

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

To

Dear Sir,

REFERENCE: TENDER ENQUIRY No. **0007-LP-SCM(IT)-Capt-Pur-A, Dt. 24.05.2018**

You are requested to submit sealed competitive quotation for the item(s) noted on the schedule to the Tender as per PPRA Rule 36(b), i.e., single stage two envelope procedure. Please note the following instructions for filling the tender:-

1. **SUBMISSION OF TENDER**

1.1 Tenders will be opened at **1230** hours on **27-06-2018** 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 on 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 envelop should be inscribed with:-

Tender Enquiry No: 0007-LP-SCM(IT)-Capt-Pur-A, Dt. 24.05.2018

Tender to be opened on: 27-06-2018

Address as follows:-

G.M.-PURCHASE-I

POF WAH CANTT.

2. **GENERAL INSTRUCTIONS REGARDING PREPARATION OF QUOTATIONS AND EVALUATION CRITERIA:**

2.1 The prices should be filled in column 5 and delivery date in column 6 of schedule to this Tender Enquiry. The undertaking should be signed at the bottom of the schedule which shall form Quotation. You may use separate sheet if necessary. Moreover, technical & commercial evaluation of Bids will be carried out strictly as per **PPRA rules** and contract will be awarded to the **lowest evaluated bidder**.

2.2 **For plant and machinery, as per PPRA rule 36(b), Single Stage Two Envelope method** is/will be utilized for "Open competitive bidding. Therefore, you are required to quote in two parts:-

Part I "Technical Bid. It should exclusively give technical details and literature/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 Bid": 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".

Note:- Since the instant tender is for Plant & Machinery item therefore, technical & commercial bids/terms must be sealed in Two Separate envelopes.

- 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 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.
Free delivery at Central Stores POF 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 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 the offer was signed and dispatched will be allowed to include in the offered rates provided that clause 2.8 has been confirmed properly.
- 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 may be rejected.
- 2.11 If the requisite information is not furnished on the T.E forms or offer received is not in-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, along with dispatch documents.
- 2.13 Special conditions must be carefully studied and conformed.

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 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.

5. BID SECURITY

- 5.1 Bid Money at the rate of **2%** (for firms registered with POF) **and 5%** (for un-registered firms) of the quoted value, should accompany the tender in the shape of Deposit At Call Receipt., from a scheduled Bank drawn in favour of:-

“General Manager-Purchase-I, POF Wah Cantt.”

Tenders received without /less Bid Security will be rejected.

- 5.2 Bid Security 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 finalized. 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 Security.

6. ACCEPTANCE OF OFFERS

- 6.1 POF may reject all bids or proposals at any time prior to the acceptance of a bid/bids or proposal, 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 which shall not exceed 10% of the contract amount in the form of a **Deposit at Call Receipt** from a scheduled Bank or an **unconditional Bank Guarantee** on the prescribed format. The Performance Bond will be in favour of **C.M.A.,Wah Cantt** and 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 expenses** 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**; 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 C.M.A. through crossed cheques on receipt/acceptance of stores on our prescribed bill form supported by receipt voucher & other essential documents on part/full supply basis.

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.

Yours faithfully

MANAGER -PURCHASE-I

Copy to:-

Director-IT
Manager- SCM (Coord)
Rep of 699 FIU

Contact info:

Tele No. 051-4514-22269
051-9055-22269
051-4514-22126
051-9055-22126
Fax No. 051-9271400 & 051-9314100
E,mail: procurement@pof.gov.pk

SCHEDULE TO TENDER NO. 0007-LP-SCM(IT)-Capt-Pur-A, Dt. 24.05.2018

(1) For Plant & Machinery:

(1)	(2)	(3)	(4)	(5)		(6)
Item No.	Description with Specs. etc.	A/U	Qty	Price per unit FOR or free delivery		Delivery Date
				In Figure	In Words	
1.	Laptop Core i5-7 th Generation (HP/Dell or Equivalent)	Nos	28			Immediate.

(2) Technical Specifications:- **Attached as Annexure B**

(3) Special Conditions: -

- i. Only single competitive rate must be quoted against each T.E item. The quotation must hold good for 90 days(extendable if so desired)
- ii. **Rate** and **sales tax** must be shown **separately**. Otherwise your quoted rates will be considered **inclusive of GST**.
- iii. Only one rate should be quoted on the tender schedule. Otherwise offered items having multiple rates may be rejected.

- iv. As per **T.E clause, 2.2** you are required to quote **in two parts**, 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."**
- v. Offer **without/Less Bid Security** and **Tender Fee** may not be considered.
- vi. Date and stamp of the postal order must be visible.
- vii. **PTC** issued by Punjab Province must be provided.
- viii. Unregistered firms are required to provide Annexure-A duly filled /signed and stamped along with quotation.
- ix. **Status** of your firm with POF (**registered/un-registered**) should be mentioned in your offer. Registered firms are required to provide copy of valid registration letter with POF.
- x. Grand total of offer must be mentioned in your quotation.
- xi. a. Only registered suppliers (with Sales Tax & Income Tax Deptt.) who are on Active Taxpayers List (ATL) of FBR are eligible to supply good/services to Government departments.
- xii. b. The payment to the registered persons may be linked with the active taxpayer status of the suppliers as per FBR database. If any registered supplier is not in ATL his payment should be stopped till he files his mandatory returns and appears on ATL of FBR.
- xiii. Technical Literature (in English Language/version) must be provided at the time of **competitive bid submission**.
- xiv. **Bank statement** of last **02 years** to be attached.
- xv. Only **one offer/brand** against each item may be quoted.
- xvi. Conditional offer contrary to PPRA Rules and or our T.E requirement will be ignored.

(4). Evaluation Criteria

Offer will be evaluated as per following criteria.

4(a). Technical/Professional Competence

- i. Compliance to tender specification
 - Meets Requirements
 - Meets Standards
- ii. Customer Service
 - Policy and Practice
 - Surveys Customers
 - Systems to measure customer satisfaction
 - Backup and advice
- iii. Quality System for deliverables
 - Certification
 - Documented system
- iv. Capability
 - Availability of experienced staff
 - Previous Work
 - State of Technology
- v. Past Performance
 - Experience in the industry
 - Previous public sector experience
 - Referee's view

4(b). Commercial

- i. Financial viability—Satisfies key financial ratios for industry
- ii. Compliance to conditions of the contract

(5) **Undertaking**

Should our offer be accepted, we hereby undertake to supply the store/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 store/services elsewhere at our risk and cost.

Place _____

Date _____

Signature of the tenderer _____

Name _____

Position _____

Address _____

Income Tax G.I.R. No. _____

Official Stamp _____

Annexure-A
SUPPLIER'S CAPABILITY

1. NAME OF THE FIRM: _____
ADDRESS: _____

- 2.1- TELE:NO: _____
- 2.2- FAX NO: _____
- 2.3- E.MAIL ADDRESS: _____
2. WHETHER PUBLIC LTD, PRIVATE LTD, PARTNERSHIP
OR SOLE PROPRIETORSHIP: _____
3. ESTABLISHED SINCE: _____
4. CAPACITY: (Manufacturer / Stockist/Agent to foreign Firm): _____
5. IF MANUFACTURER, PROVIDE FOLLOWING DETAILS:
 - 5.1- RANGE OF PRODUCTS MANUFACTURED: _____
 - 5.2- DETAIL OF PLANTS, MACHINERY AND MAJOR EQUIPMENTS:
(Attach separate sheet if required):

6. INSPECTION/QUALITY ASSURANCE FACILITIES: _____
7. ISO-9000 CERTIFIED IF SO ATTACH NECESSARY DOCUMENTS
8. IF STOCKIST, PROVIDE FOLLOWING:-
 - 11.1- DETAILS OF STOCKS HELD:- _____
 - 11.2- APPROX. STOCK VALUE _____
 - 11.3- LOCATION OF STOCKS: _____

ORGANISATIONAL DETAILS.

9. WHETHER THE FIRM IS REGISTERED WITH THE FOLLOWING DEPTTS.
(Give registration No., Date and attach copies of the necessary documents).

- 10.1 DP/ARMY OR ANY GOVT./SEMI GOVT. DEPTT: _____
- 10.2- IMPORT TRADE CONTROL DEPTT: _____
- 10.3- SALES TAX DEPTT: _____
- 10.4- INCOME TAX DEPTT: _____
FINANCIAL STATUS: _____
(Bank certificate to be attached)

Signature _____

Name: _____

Stamp

Position: _____

TECHNICAL SPECIFICATIONS**(Annexure-B)**

- **Laptop Core i5 -7th Generation (HP /Dell or Equivalent.)**

Operating system	DOS
Processor	Intel® Core™ i5-7700U model (Original Intel). (1.8 GHz, upto 3.4 GHz with 8 MB cache, 2 cores).
Graphics	Integrated: Intel® UHD Graphics 620
Memory	4 GB DDR4-2400 SDRAM.
Hard Disk	1 TB SATA HD (5400 rpm)
Optical drive	DVD+/-RW Super Drive
Display	15.6" diagonal HD anti-glare LED-backlit.
Ports	Supports USB 3.0, HDMI, RJ-45, VGA, headphone/microphone combo.
Camera	HD IR webcam.
Keyboard	Premium Keyboard Backlit, full-sized.
Network interface	Realtek Ethernet (10/100/1000), Intel® Dual Band Wireless-AC 3168 802.11a/b/g/n/ac (1x1) WiFi and Bluetooth® 4.2 Combo.
Battery	3-cell, 48 Wh Long Life Li-ion. (Standard Battery)
Warranty	01-year local warranty
Laptop Bag	Free of Cost

Eligibility Criteria

- Vendor having minimum Tier-1/Gold/Premier Partnership status with Principal of quoted brand.
- Vendor must be an authorized dealer for the last 7 years of OEM/Principal and should have partnership with Manufacturer (Server/Storage & Switching) for last 7 years
- Vendor should be in similar business for at least 10 years.
- Vendor must have 24x7 proper centralized helpdesk facilities for technical support. Details of helpdesk must be attached with proposal.
- This will be single stage, 02 envelop bidding process
- The principal should have local depots in Pakistan to be able to provide Next Business Day replacement for faulty items under SLA.

General Terms & Conditions:

- All Active equipment should be OEM registered.
- All Active equipment must have local warranty/guarantee.
- Firms are required to submit only one proposal/solution.
- All quoted equipment should be new. No refurbished and used equipment will be supplied during the course of the project. The firm must certify that the technology quoted is State of the art and latest.
- All the products quoted and/or assembling facilities should be ISO certified.
- Firms should have support centres in Rawalpindi/Islamabad.
- Machines, Documentary proof with customer satisfaction report required.

Warranty / Guarantee:

- Equipment should have **One-year** comprehensive onsite warranty including parts, labour and Software Upgrades/ License renewals and should be from same brand.
- Documentary evidence in support of all the above mentioned eligibility criteria should be furnished.
- The end user licenses, end user warranties and end user contracting support services will be in the name of Customer, for all the equipment and Software loaded on the equipment delivered during the course of the project.

Installation/commissioning:

Selected Bidder will be responsible for the supply, Installation, configuration of supplied equipment. At the time of installation and commissioning, selected Bidder must provide comprehensive hardware drivers CD, s / documentation and Manuals etc.

FAT

The above hardware will be kept under test run for 01 month.