

Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY

To

M/s. \_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

Reference: TENDER ENQUIRY NO. 0019-LP-CMC-43-PUR-F, DT. 27-07-2017.

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 1230 Hours on 17-08-2017. and must reach this office on or before 1200 hours upto the date of opening of Tenders. 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: 0019-LP-CMC-43-PUR-F  
Tender to be opened on: 17-08-2017

Address as follows:

DY. DIRECTOR-SUPPLY CHAIN.MGT-II  
POF WAH CANTT.

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

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.

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, no intimation will be given to the Tenderers.

2.6) Conditional Offer or alternative offers are likely to be ignored.

2.7) Quotations should be based on: -

Free Delivery at POF’s stores at WAH CANTT.

In this case Octroi 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. Offers without 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) If the requisite information is not furnished on the T.E. forms or offer received in not conformity with the requirement of T.E. such offer shall be ignored.

2.12) Supplier will render necessary information regarding hazardous effects on environment of the material/products supplied by them, in their quotations and shipping/dispatch 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.

4. **TENDER FEE**

The tender must be accompanied by a non-refundable fee by means of a crossed postal order/Pay Order of Rs. 500 in favour of Director Admin POFs Wah Cantt.

**TENDER SAMPLE**

4.1) 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**

5.1) Bid Money at the rate of 2% (For Registered firms) and 5% (For Un-registered firms) of the quoted value , 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. DIRECTOR-SUPPLY CHAIN.MGT-II POF WAH CANTT.**

Tenders received without Bid Money will be rejected.

5.2) 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 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 Money.

6. **ACCEPTANCE OF OFFERS**

6.1) The competent purchase officer may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchase officer shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for rejection of all bids or proposals, but is not required to justify those grounds.

6.2) **Performance Bond:**

(a) The successful bidders shall provide performance bond not exceeding 10% of the value of store to be procured/contracted in the form Deposit At Call Receipt from a scheduled Bank, or, an un-conditional Bank Guarantee on the prescribed format. The performance bond will be in favour of C.M.A (POFs) Wah Cantt and 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. 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 up to 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 C.M.A.- (POFs) through crossed cheques on receipt/acceptance of stores on our prescribed bill form supported by receipt voucher on part/full supply basis.

6.5(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 tendered and his employees must not communicate any information relating to the sale/purchase of stores under this enquiry to any person other 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, along with the specifications, drawings etc. if any, enclosed herewith – even if you are unable.

**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 sincerely,

( NISAR AHMED )  
DY. DIRECTOR – SCM - II

**Schedule to Tender No. 0019-LP-CMC-43-Pur-F, dt. 27-07-2017.**

**For Materials:-**

1	2	3	4	5	6
Item No.	Description with specification etc.	A/U	Qty.	Price Per Unit FOR or Free Delivery	Delivery Date Supply Schedule
<b><u>Indent No. 0019-LP-CMC-43, DT. 08-10-2012.</u></b>					
01.	Extruded Acrylic Plastic Sheet Type-I Regular (Perspex Sheet Clear) 3mm Thick X 914mm Width X 1219 mm long Spec:-ASTM-D 1547-81	SQ.M	101.01 (91 Sheets)		Nov-2017
02.	Extruded Acrylic Plastic Sheet Type-I Regular (Perspex Sheet Clear) 5mm Thick X 914mm Width X 1219 mm long Spec:-ASTM-D 1547-81	SQ.M	108.78 (98 Sheets)		Nov-2017

**(2) For Plant & Machinery:-**

**Specifications:-**

**(3) Special Conditions:-**

- (i). Reputable firms having relevant experience and good performance are eligible to participate in the bid /Tender
- (ii) Only one rate should be quoted against description of store on the tender schedule.
- (iii) Quotation not accompanied with Bid Money & Tender Fee will be ignored.
- (iv) Sales Tax must be shown separately, otherwise, quoted rate will be considered as inclusive of Sales Tax and the same will be deducted from payment bills.
- (v) Sales Tax Registration No. Issued By Excise & Taxation Department and NTN must be given in Quotation.
- (vi) PTC must be from the Province of Punjab.
- (vii) Items should be of reputed OEM/ branded company.
- (viii) Only Registered Suppliers (with Sales Tax & Income Tax Deptt) who are on Active Taxpayers List (ATL) of FBR are eligible to supply Goods / Services yo Government Deptts.
- (ix) The firm is responsible to supply the store according to the description and specification as mentioned in the Tender Enquiry.
- (x) Undertaking of T.E. Schedule should be returned duly Signed & Stamped with Quotation.
- (xi) Total value of the quoted items must be endorsed in the quotation.
- (xii) In case of registration with POF, Registration Certificate may be provided.

**(4) UNDERTAKING**

Should our offer be accepted, we hereby undertake to supply the stores/render 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 & cost.

Date \_\_\_\_\_  
Place \_\_\_\_\_  
\_\_\_\_\_

Signature of the Tendered \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Income Tax G.I.R. No. \_\_\_\_\_  
Official Stamp \_\_\_\_\_