

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

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

Reference: TENDER ENQUIRY NO. **0111/Gdl/LP/47** DATED **09.03.2018** 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 not acceptable. Please note the following instructions for filling the tender:-

1. **SUBMISSION OF TENDER**

1.1. Tenders will be opened at 1230 hours on **29.03.2018** and must reach this office on or before up to 1200 hrs. 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: **0111/GDL/LP/47, DATED 09.03.2018**  
Tender to be opened on: 29.03.2018 at 1230 Hours  
Address as follows:-

**Managing Director POF Gadwal**  
**Sub Post Office 26 Area Gadwal**  
**Wah Cantt Teh. Taxila Dist. Rawalpindi**

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.

-:2:-

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 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 store at **POF Gadwal 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 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 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/despatch 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 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 **Unregistered firms**) of the quoted value (up to the maximum ceiling of R.s 0.200 Million), 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 **General Manager concerned purchase:-** Tender received without Bid money or less bid money will be rejected.

#### **Managing Director POF Gadwal 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 We have the right to accept or reject any offer in full or in part. However, rejection grounds shall be intimated to the bidder.

#### 6.2 PERFORMANCE BOND

(a) The successful bidder shall have to provide Performance Bond at the rate 10% of contract value in form of Deposit At Call Receipt from any scheduled bank in the favour of CMA (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 i.e. 45 days after issue of letter/fax of intent, such failure will constitute a breach of the contract and the Purchaser shall entitled to make the 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.

Payment will be made by the CMA (POF) through crossed cheque on receipt/acceptance of store 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 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 will be issued to them and their names would be liable to remove from approved list.

Yours faithfully,

(MUNIR AHMED NAPER)  
GM-PP&C-POF GADWAL  
For PAKISTAN ORDNANCE FACTORIES

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Tele No.0092-051-9314097-98 Extn. 209.  
Fax No. 0092-051-9314099.

**PAKISTAN ORDNANCE FACTORIES**  
**SCHEDULE TO TENDER NO.0111/GDL/LP/47, DATED 09.03.2018.**

**FOR MATEIRALS.**

(1)	(2)	(4)	(5)	(7)	(8)
Item No.	Description with Spec. etc.	Unit.	Qty.	Quoted Price per Unit <u>In figure / In words</u>	Delivery Date
1.	Tool Holder Spec: PDNNR 4025 S15	No	05		Within 02 Months After Placement Of Contract
2	Tool Holder Spec:PTFNL 3232 P22	No	10		

2) For Plant &amp; Machinery

(3) Special Conditions:-

Note: - **Quotation must accompany technical catalogue / brochures.** Only registered suppliers with Sales Tax & income Tax Deptt who are on active taxpayers List (ATL) of FBR are eligible to supply goods/Services to Govt departments. Payment to registered persons may be linked with the Active Taxpayer status of suppliers a 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.

- 4) **Inspection Authority: - GM Prod– POF Gdl or his authorized Rep**
- 5) Offers of the reputable firms/OEM will be entertained only.
- 6) Fax offers and offers without Bid Money & Tender Fee will not be entertained.
- 7) Bid Money not less than 2% (for registered firms) and 5% (for unregistered firms) of the quoted value.
- 8) Alternate material offered, will not be accepted.
- 9) Conditional offers will not be accepted.
- 10) **Undertaking.**

Should our offer be accepted? We hereby undertake to supply the stores/tender 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\_\_\_\_\_

Position\_\_\_\_\_

Signature of the Tenderer\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Income Tax G.I.R. No.\_\_\_\_\_