



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

To:

M/S _____

Dear Sirs,

Reference: **TENDER ENQUIRY NO.09-46-12-RWP DISPLY CENTER-EXPORTS,
DATED: 30-01-2018.**

You are requested to submit sealed quotation for **Building of Display Center in POF Rawalpindi Office** as per details 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 **11:30** hours on **19-02-2018** and must reach this office upto **11:00 hrs** on the same date. The tender received late will not be entertained. You may witness the opening of the tender if you so desire with prior intimation and subject to the approval of competent authority. If a representative is deputed, he should bring a letter of authority.
- 1.2. Only one offer should be included in one envelope. The outside of the envelope should be inscribed with:

Tender Enquiry No. **09-46-12-Rwp Display Center-Exports dt. 30-01-2018.**

Tender to be opened on **19-02-2018 at 11:30 hrs**

Address as follows: - Director Exports

Pakistan Ordnance Factory, Quaid Avenue, Wah Cantt.

Postal Code No. 47040

2. GENERAL INSTRUCTIONS REGARDING PREPARATION OF QUOTATIONS

- 2.1. The prices should be filled in column 5 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. The final working drawings can be obtained on request from POF Exports Division. These drawings indicate the map, covered area, sizes, etc which will be useful info for conceptualization of design.
- 2.3. The quotation must remain valid for at least 45 days from the date of opening of tenders.
- 2.4. Tenderer will have to submit the detailed design with 3D views along with product/category placement at suitable scale. Tender award decision will be made on the best design basis which will be submitted to the competent authority to decide.
- 2.5. Tenderer should have the experience of at least 10 years in the field of exhibit display designing for defense industry with successful designs implemented.
- 2.6. Conditional offers or alternative offers are likely to be ignored.
- 2.7. Taxes and duties etc. wherever applicable must be shown separately, quoting references to Registration No. in case of Sales Tax No. and relevant authority in the case of others. Offers without clarifications of taxes and duties will be ignored. 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.
- 2.8. 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.
- 2.9. Suppliers will render necessary information regarding hazardous effects of the material/products along with dispatch documents.
- 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.

3. INSPECTION

Supplies (stores, products and/or services) shall be subject to the inspection and acceptance by the competent inspection authority nominated by Director POF Exports Division.

4. TENDER FEE

The tender must be accompanied by a non-refundable fee by means of a crossed postal order in favor of **Director Exports, POFs Wah Cantt.** The rates of the tender Fee are as follows: -

Cost of supplies upto Rs.0.10 Million	Rs. 50
Cost of supplies from Rs.0.10 Million to Rs.0.5 Million	Rs.100
Cost of supplies over Rs. 0.50 Million	Rs. 200

5. TENDER SAMPLE

Offer must accompany *filled* tender sample, strictly according to the description and specification given in Tender Enquiry. Offer not accompanied by tender sample will **BID MONEY**

- 5.1. Bid Money *at the rate of 01%* of the quoted value, should accompany the tender in the shape of Deposit at Call Receipt, from a scheduled Bank drawn in favor of Director Exports POF Wah Cantt. ***Tenders received without Bid Money will stand 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 exempted to provide Bid Money.

6. ACCEPTANCE OF OFFERS

POFs Export Division may cancel/reject any one or all the tenders at any time prior to the acceptance of a bid or proposal. The Exports division shall upon request communicate to any suppliers who submitted a bid or proposal the grounds or its rejection of all bids or proposal but is not required to justify these grounds as per Public Procurement Rules 2004; Rule 33(1)

7. PERFORMANCE BOND

- 7.1. The successful bidders shall provide performance bond at 5% of contract amount. The performance bond will be made in favor of CMA-POF Wah Cantt and will be furnished in the form of call deposit receipt or an unconditional Bank Guarantee (Annexure B) from a scheduled bank within 10 days after receipt of letter of intent.
- 7.2. If the Suppliers fails to furnish the Performance Bond within the specified time, such failure will constitute a breach of the contract and POF Exports Division will be entitled to make other arrangements for dispatch of the stores / services (whichever applicable) at the risk and expense of the Suppliers.

8. FAILURE TO SUPPLY THE STORE

All deliveries must be completed by the specified date. If the Suppliers fails to deliver the stores / services (whichever applicable) within the scheduled time and it should have arisen from "Force Majeure", which the Exporter may admit as reasonable ground for further time, he will be allowed such additional time as he may consider to have been required by the circumstances of the case. Otherwise, POF will be entitled, at its discretion, to cancel the contract, and/or claim liquidated damages up to 10% but not less than 5% of the contract value 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 or, to

arrange delivery of services / products from elsewhere, the unsupplied stores / services (whichever applicable) at the risk and cost of the Suppliers.

9. SUBLETTING

The firm will be entirely responsible for the execution of the contract in all respects according to the terms of the contract. The firm shall not sublet, transfer or assign the contract or any part thereof without prior written permission of the Exports Division POF Wah Cantt.

10. PAYMENT

Payment will be made by the CMA (POFs), Wah Cantt. through crossed cheque on satisfactory completion of contract and receipt of bill along with supporting documents as embodied in Contract agreement.

Payment will be made as per following schedule:

- 10% mobilization advance after issuance of work order
- 15% payment after 40% of work completion certificate rendered by Exports Division
- 30% payment after 60% of work completion certificate rendered by Exports Division
- 25% payment after 80% of work completion certificate rendered by Exports Division
- 20% payment after 100% of work completion certificate rendered by Exports Division

Payment of duties/Taxes including professional tax (where applicable) must be supported by proof of having paid these to concerned Govt. Taxation Dept.

11. NON – DISCLOSER / SECRECY

The Tenderers and his employees must not communicate any information relating to the sale/purchase of stores / services (whichever applicable) under this enquiry to any person or to any press or agent not authorized in writing by POFs. 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 to quote.

Yours faithfully,

DIRECTOR EXPORTS
PAKISTAN ORDNANCE FACTORIES
Telephone No. + 92 51 9055 21019
E.Mail: dir.export@pof.gov.pk
Fax No. + 92-51-9314058

Copy to:

1. Director SCM : For information please.
2. Director MIS (Attn: AM Web) : For up-loading on POF Website.
3. C.O-FIU : Kindly depute F1U Rep. for witness of tender opening on 19-02-2018 at 11:30 hrs

PAKISTAN ORDNANCE FACTORIES

SCHEDULE OF TENDER ENQUIRY NO.09-46-12-RWP DISPLY CENTER-EXPORTS, DATED: 30-01-2018.

OPENED ON: 19-02-2018

S. No.	Description	Approx Size / Qty	Price per unit / per sqft	Total Price with GST (PKR)
1	Entrance Lobby Wall Cladding <ul style="list-style-type: none"> • Imported Tiles • MS Pipe Structure • MDF Cladding • Vinyl Printing & Lettering 			
2	Entrance Lobby Flooring <ul style="list-style-type: none"> • Imported Tiles • Bond • Grout • Labor & Transportation 			
3	Entrance Lobby Conceptual Area <ul style="list-style-type: none"> • Sand • Solders in action (Customized Dummies) • 12.7 dummy Gun (to be provided by POF) • Plane Dummy • Sky Graphic 			
4	Adjacent waiting rooms and conference / meeting rooms <ul style="list-style-type: none"> • Tiling • Wall cladding • Ceiling • Display • Lighting • Sitting 			
5	Basement Flooring <ul style="list-style-type: none"> • Imported Tiles • Bond • Grout • Labor & Transportation Basement Walls Cladding <ul style="list-style-type: none"> • Imported Tiles • Bond • Grout • Labor & Transportation Split Face Walls Cladding <ul style="list-style-type: none"> • Marble Split Face • Bond 			

	<ul style="list-style-type: none"> • Grout • Labor & Transportation 			
6	Basement Area Complete Ceiling <ul style="list-style-type: none"> • Gypsum Board 4x8 sheet • Aluminum Channels 			
7	History Display Area <ul style="list-style-type: none"> • MS Pipe Structure • Graphic Display • Sand • Pavers • COB Spot Lighting 			
8	Office Front Partition <ul style="list-style-type: none"> • MDF Wooden structure • MDF Cladding • Ply Wood Finish • Polished • Clear Glass • Machine Door • Lockable 			
8	Display Walls <ul style="list-style-type: none"> • Complete Cement Finish • Wooden Panels with Bolts • Perforated Sheet • Products Shelves (Acrylic) • Products Tags 			
9	Ceiling Texture Paint <ul style="list-style-type: none"> • Cement Finish • Wooden Finish • Texture Paint Walls Paint <ul style="list-style-type: none"> • Emulsion 			
10	Commercial Products Display Shelve <ul style="list-style-type: none"> • China Corian Top 			
11	Event Portfolio Display <ul style="list-style-type: none"> • Original Stone • 12mm Glass with studs • Vinyl Printing 			
12	Pillars Cladding <ul style="list-style-type: none"> • Alucobond • Vinyl Letters 			
13	Ceiling Lights <ul style="list-style-type: none"> • COB Ceiling Lights • Cables 			

14	Mural, Plants, Flags, Table 52" LED Screen			
	Total without Tax			
	GST 17% + 6% income Tax (23%)			
	Total Amount with Tax			

Undertaking:

Should our offer be accepted, we hereby undertake to provision of services / render the services contracted on the basis of Conditions of Contract embodied in contract agreement, and to deposit the **Performance Bond** within the prescribed time, failing which it will constitute a breach of contract, and POF Export Division will have the right to give the services through other source at our risk and cost.

Place _____

Signature of the Tenderer _____

Date _____

Name _____

Position _____

Address _____

Income Tax G.I.R. No. _____

**BANK GUARANTEE FOR PERFORMANCE ON JUDICIAL STAMP PAPER OF RS.100/-
OR AS SUITABLE TO THE AMOUNT OF B.G.**

- i) Contract No. _____
 ii) Name of Firm/Freight Forwarder _____
 iii) Address of Firm _____
 iv) Name of Guarantor _____
 v) Address of Guarantor _____
 vi) Amount of Guarantee Rs. _____
 (_____)(in words)
 vii) Date of Expiry of Guarantee _____

To: The President of the Islamic Republic of Pakistan through the Controller of
 Military Accounts (CMA) POFs, Wah Cantt.

Sir,

1. Whereas your good self have entered into Contract No. _____
 _____ dated _____ with Messrs

(Full Name and Address)

hereinafter referred to as our customer and that one of the conditions of the contract is the
 submission of unconditional Bank Guarantee by our customer to your good self for a sum of

Rs. _____.

2. In compliance with this stipulation of the contract, we hereby agree and undertake as under: -
- a. To pay to you unconditionally on demand and/or without any reference to our Customer and amount not exceeding the sum of Rs. _____ as would be mentioned in your written Demand Notice.
 - b. To keep this Guarantee in force till _____
 - c. That the validity of this Bank Guarantee shall be kept one clear year ahead of the original/extended delivery period or the warrantee of the stores which so ever is later in duration on receipt of information from our Customer i.e. M/S _____ or from your office. Claim, if any, must be duly received by us on or before this day. Our liability under this Bank Guarantee shall cease on the closing of banking hours on the last date of the validity of this Bank Guarantee. Claim received thereafter shall not be entertained by us whether you suffer a loss or not. On receipt of payment under this guarantee, this document i.e. Bank Guarantee must be clearly cancelled, discharged and returned to us.
 - d. That we shall inform your office regarding termination of the validity of this Bank Guarantee one clear month before the actual expiry date of this Guarantee.
 - e. That with the consent of our customer you may amend/alter any term/clause of the contract or add/delete any term/clause to/from this contract without making any reference to us. We do not reserve any right to receive any such amendment/alteration or addition/deletion provided such like actions do not increase our monetary liability under this Bank Guarantee, which shall be limited only to Rs. _____ (Rupees _____)
 - f. That the Bank Guarantee herein before given shall not be affected by any change in the constitution of the Bank or Customer.
 - g. That this is an unconditional Bank Guarantee, which shall be encashed on sight on presentation without any reference to our Customer.

Dated: _____

Guarantor
 (Bank Seal and Signatures)