

**POF 1262-A
(INDIGENOUS SUPPLIES)**

To GOVERNMENT OF PAKISTAN
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

M/s

Dear Sirs,

Reference: TENDER ENQUIRY NO. **1226-LP-IT-Capt-Pur-A, Dt. 20.10.2017**

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 12: 30 hours on **15.11.2017** and must reach this office on or before 12:00 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:- **1226-LP-IT-Capt-Pur-A, Dt. 20.10.2017**

Tender to be opened on: **15.11.2017**

Address as follows:-

G.M.-PURCHASE-I

POF WAH CANTT.

- 1.3 If envelope does 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, 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. and/or

Free delivery at Central Stores POF 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. 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 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 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 forms or offer received is not conformity with the requirement of the T.E such offer shall be ignored

3. INSPECTION/TESTING/COMMISSIONING;

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 by means of a crossed postal order/pay order for Rs 500/- in favor of Director Admin POFs Wah Cantt.

4.1 **TENDER SAMPLE**

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.

5. **BID MONEY**

- 5.1 Bid Money at the rate of 2% (for registered firms with POF) and 5%(for unregistered 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:-

“G.M.-Purchase-I 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 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.

6.2 **PERFORMANCE BOND**

- (a) The successful bidders shall provide Performance bond at the rate, prescribed by POF Board according to the value of contract which shall not exceed 10% of contract value, in the form of a Deposit At Call Receipt from a scheduled Bank; or, an un-conditional Bank Guarantee valid for 12 months (03 months extendable to 12 months in case of cloth items required by Clothing Fy.) after receipt of store in POFs on a prescribed format. The Performance Bond will be in favour of C.M.A. 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, 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**

- a. Payment will be made by the C.M.A(POF) through crossed cheque on receipt/acceptance of stores on our prescribed bill form supported by receipt voucher on part/full supply basis..
- b. 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, along with 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 be liable to remove from the approved list.

Yours faithfully,

Contact Info.

Tele No. 051-514514000/Ext.21087/22126

Fax No. 051-9271400.

e.mail :- procurement@pof.gov.pk.

MANAGER -PURCHASE-I

Copy to:-

1. Director -Admin
2. Manager- P & S (Coord)
3. Rep of FIU

PAKISTAN ORDNANCE FACTORIESSCHEDULE TO TENDER NO. 1226-LP-IT-Capt-Pur-A, Dt. 20.10.2017

(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 Figures	In Words	
1.	HP Scan Jet 3500 F1	Nos	02			Immediate
2.	Photocopier Machine	No	01			

2. Specification:- Attached as Annexure-B.

3. Special Conditions:-

- i) Rate and sales tax must be shown separately. Otherwise your quoted rates will be considered inclusive of GST.
- ii) Offer without bid money and tender fee will not be considered.
- iii) Date and stamp of the postal order must be visible.
- iv) PTC issued by Punjab Province must be provided.
- v) Only one rate should be quoted on the tender schedule. Otherwise offered items having multiple rates may be rejected.
- vi) Undertaking must be signed.
- vii) Unregistered firm are required to provide Annexure-A duly filled signed and stamped alongwith quotation.
- viii) 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."
- 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)
 - 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.
 - 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 his mandatory returns and appears on ATL of FBR.
- xi) Technical literature must be provided along with competitive offer.
- xii) Only one offer/brand against each item may be quoted.
- Xiii) Conditional offer contrary to PPRa Rules and or our T.E requirement will be ignored.

(4) 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	_____	Signature of the Tenderer	_____
Date	_____	Name	_____
_____	_____	Position	_____
_____	_____	Address	_____
_____	_____	Income Tax G.I.R No.	_____

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):

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

 - 11.2- APPROX. STOCK VALUE _____
 - 11.3- LOCATION OF STOCKS: _____

ORGANISATIONAL DETAILS.

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

- 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: _____

SPECIFICATIONS

1. CANON IR2025 OFFICE PHOTOCOPIER

GENERAL

Type:	Desktop
Maximum	A3, 267 x 432mm
Copy Sizes	Cassette: A5-A3, Stack Bypass: ASR-A3, Envelopes
Resolution	Copying: 600dpi x 600dpi, 1200dpi (PCL, UFR II LT), 1200dpi x 1200 dpi (UFR II LT), 256 Gradations
Copy/Print	A4: 18cpm (IR2018/1), 22cpm (IR20221), 25cpm (IR2055/1), 20cpm
Sprrd	(9IR2030/1) A3: 15cpmfor IR2018/181/22/22i/25/30/i
Magnification	Zoom: 50-200%, Fixed: 50%, 70%, 100%, 141%, 200%
First Copy	6.9 sec
Time Warm-Up-Time	Approx. 26 seconds (approx 14 seconds for IR2018/22)
Multiple	1 to 99 sheets
Duplexing	Optional Automatic Stackless (Standard for IR2025/30/I)
PaperWeight	Cassette: 64 to 90gsm Stack Bypass: 64 to 128gsm Double-sided: 64 to 90gsm
Cassette	Universal: A5 to A3
Paper Standard:	250 sheets x 2 cassettes (80gsm, 500 sheets) for IR2022/22I/25/30/I 250 sheets x 1 cassettes (80gsm, 250 sheets) for IR2018/1 Multi Stack Bypass: 80 sheets (80gsm) for A5R to A4, 50 sheets for A4 (80gsm) Optional: 250 sheets x 2 cassettes (500 sheets) for IR2022/25/30I 250 sheets x 3 cassettes (750 sheets) for IR2018/I) 250 sheets x 1 cassette for IR2018/I
	Max: total paper capacity: 1,080 sheets
CPU	Canon Customer Processor, 192 MHz
Memory	L250MB (128MB for IR2018/22)
Interface	Ethernet (100Base-TX/10Base-T) USB2.0
Power Supply	220V AC to 240V AC +/- 10% (50/60Hz)
Power	1.5KWmax

2. HP SCANNER 3500 F1

GENERAL	
Type:	Digital, desktop
Scan Technology	CMOS CIS (Contact Image Sensor)
Scan Type	Flatbed. A:-
Colour Scanning	Yes
Scan Speed ADF (ADF/letter)l	Up to 25 ppm/50 ipm (300 dpi)
Scan Resolution Hardware Optical	Up to 600 x 600 dpi (colour and mono, ADF); Up to 1200 x 1200 dpi (colour and mono, flatbed); Up to 600 dpi (colour and Mono, ADF); Up to 1200 dpi (colour and mono, flatbed)
Scan Input Modes	Scan front-panel function for Save as PDF, Save as JPEG, E-mail as PDF,E-mail as JPEG, send to Cloud, Everyday Scan and Save as Editable Text (OCR) , HP Scan in win OS, HP Easy Scan /ICA in Mac OS and third parties applications via TWAIN
Light source (scanning)	Light Emitting Diode (LED)
Energy star qualified	Yes
Output resolution dpi settings	75,150,200,240,300,400,500,600, and 1200 ppi
Bit depth/Grayscale Levels:	24 bits; 256
Multi feed detection	Yes
Duplex ADF Scanning^	Yes
Scanning Options (ADF)	Single-Pass E-Duplex
Scan Size ADF Flatbed	216 x 3100 mm(8.5 x 122 in); 216x297 mm (8.5x11.7 in)
Media type Supported	Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index)
Media Size ADF	Letter, Legal;Executive;A4;A5;A6;B5;B5(JIS)
Media Weight (ADF)	45 to 120 g/m ² (12 to 32 lb)
Standard Connectivity	USB 3.0 (Super speed only)
Control panel	02-line LCD; 5 buttons (Simplex /Duplex, Power, Cancel, Back and Tools/Maintenance)
Memory	512MB
Processor Speed	550 MHZ
Duty Cycle (daily)	Up to 3,000 pages
Scan file Format	For text & images: PDF, JPEG, PNG, BMP, TIFF, TXT(text), RTF(rich text) and searchable PDF.
Twain Version	Version 2.1
Software included	HP Scanner Device Driver, HP WIA Scan Driver, HP TWAIN Scan Driver (Certified), HP Scan
	HP Scanner Tools Utility, HP Event (Button) Handler, HP Windows Installer, IRIS. Readiris Pro. IRIS . Cardiris, Nuance Paper Port. LPDF (file with link to download software), No Mac Software on CD

Compatible Operating Systems	Windows 10(32-bit/64-bit), Windows 8.1 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows7 (32-bit/64-bit), Mac OS X Mavericks 10.9, OS X Yosemite 10.10
Minimum System Requirements PC Mac	Windows 7 or higher, 2 GHz Processor, 2 GB RAM, 170 MB available hard disk space (driver-only install), USB 2.0, 1024 x 768 SVGA monitor; Mac OS X v 10.9 (Mavericks) or higher; 1 GB available hard disk space, Internet access
Operating Environment Operating Humidity Range Non- Operating Humidity Range Recommended Humidity Range Operating Temperature Range	15 to 80 % RH (non-condensing); 0 to 9 % RH (non-condensing); 15 to 80 % RH (non-condensing); 10 to 35 ° C (50 to 95 ° C); Storage
Temperature Range Recommended Operating Temperature Range	-40 to 60 °C (-40 to 140 °F) 10to35°C(50to95°F)
Power Power supply type : Power Consumption Power Requirements	External power adapter; 24.51 watts (Ready); 1.40 Watts (Sleep), 0.22 watts (Auto-Off), 0.22 watts (Manual-Off); Input Voltage: 90 to 264 VAC, 50/60 Hz
Dimensions (W x D x H)	460 x 387 x 145 mm (18.1 x 15.2x5.7 in)
Weight	5.58 kg (12.3 lb)
What's in the box	HP Scan Jet Pro 3500 fl Scanner; HP Scan jet Pro 3500 fl Flatbed scanner Engine; Install Guide; Hp Scan Software & Drivers CD; HP Bonus Pack Software CD; supporting flyers; Cushions; USB Cable; Power Adapter; Power Cords
Warranty	One year limited hardware warranty, phone and Web support included. Warranty may vary by country as required by law. Go to hp.com/support to learn about HP award winning service and support options in your region.
Electromagnetic Emission Standard	Class B Emissions; CISPR 22:2008(international); European Union EMC Directive 2004/108/EC, EN 55022,2010 (CE mark); China GB9254-2008(CCC); Taiwan CNS13438.2006 (BSMI); USA FR47 part 15, Subpart B (FCC); ICES-003:2012 Issue 5 (Canada);Australia C-tick(includes New Zealand): EN 61000-3-3:2013 (flicker); Immunity CISPE 24:2010, EN 50024:2010
Safety Approvals and Requirements	IEC 60950-1 : 2005 +A1 and all applicable amendments; CSA/UL 60950-1, 2 nd edition (2007); EN 60950-1:2006 +A11 +A1 +A12 +A2; EAC safety; Canada cUL CoC; China CCC; European Union CE; Kenya PVOC; Kuwait TER; Nigeria SON; Saudi Arabia SASO; South Africa NRCS; Taiwan BSMI; Ukraine safety approval
Accessories	HP Scan Jet Pro 3500 fl ADF Roller Replacement Kit L2742A