



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

To:

**M/S** \_\_\_\_\_

Dear Sirs

Reference: **TENDER ENQUIRY NO.14-46-04-QAT-EXPORTS, DATED: 04-04-2018.**

Well reputed Freight Forwarders are requested to submit sealed quotation to make arrangement for dispatch of defense store to Doha, Qatar **By Air** on CIF basis for the item(s) noted on the Schedule to the Tender.

Please note the following instructions for filling the tender:-

1. **SUBMISSION OF TENDER**

1.1 Tenders must reach this office **upto 24-04-2018 at 11:00 hrs** and will be opened at **11:30 hrs on same date**. The tender received late will not be entertained. Bidders may witness the opening of the tender if they 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. : **14-46-04-QAT-EXPORTS, DATED: 04-04-2018.**  
Tender to be opened on : **24-04-2018 at 11:30 hrs.**

Address as follows:- : **Director Exports**  
**Pakistan Ordnance Factories Wah Cantt.**  
**Postal Code No. 47040**

2. **GENERAL INSTRUCTIONS REGARDING PREPARATION OF QUOTATIONS**

- 2.1 For dispatch / delivery of stores, the freight should be quoted in lump sum in 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 quotation must remain valid for, at least 90 days from the date of opening of tenders.

- 2.3 The quotation should hold good for any reduced or enhanced quantity without notice.
- 2.4 Conditional offers or alternative offers are likely to be ignored.
- 2.5 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.
- 2.6 The Exports Division will render necessary information regarding hazardous effects of the material / products along with dispatch documents.
- 2.7 Freight forwarder 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.
- 2.8 Cutting or overwriting in quotations makes it liable to rejection therefore the same should be avoided.
- 2.9 Date and stamp of the postal order must be visible. Sales Tax Registration No. and NTN certificate must be attached.
- 2.10 Professional Tax certificate issued by respected Govt. (Province) authority must be provided.
- 2.11 Firm's current status on Active Tax Payer's List (ATL) is mandatory. (Relevant document in this regard may be provided).
- 2.12 The documents as per (Annexure 'A') are required to be submitted by quoting firms for (first time) in order to their permanent enlistment for issuance of future enquires.

**3. DISPATCH INSTRUCTIONS**

- 3.1 The firm will provide the flight schedule well in advance.
- 3.2 Tran's shipment is not allowed.
- 3.3 The firm will declare Cargo and other particulars i.e. weight, qty, material / store & freight etc. on Air Way Bill strictly as per documents provided by Export Division.
- 3.4 The Air Craft will not land / pass on any Indian / Israeli, Air Port/ Port enrount the destination.
- 3.5 As soon, shipment is taken place, the necessary shipping documents, i.e. mate receipt, copy of Air Way Bill etc. will be provided to POF Export Division for prompt submission of documents to the client/ Bank
- 3.6 Ensure timely and safe delivery of store to the consignee.
- 3.7 Cargo will not be mis-declared.
- 3.8 Where containerization is mandatory any other form of stuffing shall be done after approval of Export Division.
- 3.9 All shipping documents will be provided by Export Division through Embarkation Head Quarters Islamabad for the custom clearance of export consignment. The store will be supplied at airport after custom clearance.
- 3.10 The store will be air lifted/ shipped from Karachi Port on Vessels strictly in accordance with current IATA/ IMDG rules & regulations.
- 3.11 In case of failure of the freight forwarder, POF Export Division, reserve the right to place / award the contract on any qualified competitor firm at the risk & cost of the freight forwarder.

4. **TENDER FEE**

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

Amount of freight	Rs.0.10 Million	Rs. 50
Amount of freight from Rs.0.10 Million to Rs.0.5 Million		Rs.100
Amount of freight over Rs. 0.50 Million		Rs. 200

5. **BID MONEY**

- 5.1 Bid Money at the rate of **05%** of the quoted value, should accompany the tender in the shape of Deposit At Call Receipt, from a scheduled Bank drawn in favour 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**

POF Exports 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 Freight Forwarder who submitted a Bid or proposal the grounds for its rejection of all bids or proposal but is not required to justify those grounds.

7. **PERFORMANCE BOND**

- 7.1 The successful bidders shall provide performance bond at 10% of contract amount. The performance bond will be made in favour 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 Freight Forwarder 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 at the risk and expense of the Freight Forwarder.

8. **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.

**9. SUBLETTING**

The freight forwarder will be entirely responsible for the execution of the contract in all respects according to the terms of the contract. The freight forwarder shall not sublet, transfer or assign the contract or any part thereof without prior written permission of the exporter.

**10. NON – DISCLOSURE / SECRECY**

The Freight Forwarder and his employees must not communicate any information relating to the dispatch / nature of stores under this enquiry to any person or to any press or agent not authorized in writing by POFs.

Yours faithfully,

(IRFAN GHALIB)  
A/DIRECTOR EXPORTS  
PAKISTAN ORDNANCE FACTORIES

Telephone No. + 92 51 9055 21019  
E.Mail: [director@pofexports.com](mailto:director@pofexports.com)  
Fax No. + 92-51-9314058

**Copy to:**

1. Director SCM : For information please.
2. Director MIS : For up-loading on POF Website.  
(Attn: AM Web)
3. C.O-FIU : Kindly depute F1U Rep. for witness of tender opening  
on 24-04-2018 at 11:30 hrs

**PAKISTAN ORDNANCE FACTORIES**

SCHEDULE TO TENDER ENQUIRY NO. **14-46-04-QAT- EXPORTS, DATED: 04-04-2018.**

**PACKING LIST**

<b>S. #.</b>	<b>Description of Store</b>	<b>No. of Boxes</b>	<b>Gross Wt. (Kgs approx)</b>	<b>Dimension (CM)</b>	<b>Lump sum Air Freight</b>
01	Defence store	11 01	59 Kgs 35 Kgs	88x57x44 86x36x47	

- No of Boxes - 12 Nos
- Gross Weight - 684 Kgs approx

**It is certified that the above-mentioned store is Non-DANGEROUS/Non-EXPLOSIVES.**

**Special Conditions:**

- i) Freight must be quoted lump sum inclusive of all charges i.e. including insurance, terminal /handling/carrying etc. from Islamabad airport to Doha, Qatar on CIF basis.
- ii) The insurance will be arranged by freight forwarder and insurance certificate will also be provided by the freight forwarder.
- iii) Each page of tender document be signed.
- iv) Product description will be provided on request.
- v) The quoting firm must provide document of FBR for their inclusion in valid active tax payer list (ATL) in case otherwise offer will be ignored.

**Undertaking**

Should our offer be accepted, we hereby undertake to arrange shipment of stores / 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 dispatch the stores through other source at our risk and cost.

Place \_\_\_\_\_

Date \_\_\_\_\_

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

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

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

## **SOP FOR ENLISTING OF FREIGHT FORWARDERS**

### **a. Company's Comprehensive Profile showing the following:**

- Date of establishment
- Incorporation status (duly supported with incorporation certificate)
- Paid up Capital
- List of Directors
- List of Branches within and outside Pakistan with complete addresses and contact details of Branch Heads
- List of all business that the company is engaged with including freight forwarding.
- Organizational set up ,Staff strength showing General Managers, Managers, AM's, Executives etc
- Affiliation with international freight forwarding networks
- Registration with other Government, Defence and Semi-Government Organizations
- List of reputed National & International Clients duly supported with Performance Satisfaction Letters issued by at least 3 satisfied National & International clients each.
- Any formal proof that company is authorized to handle / ship the dangerous goods.

### **b. Valid Registrations / Certifications:**

- IATA
- FIATA
- PIFFA
- NTN
- GST
- Chamber of Commerce
- Professional Tax
- CAA (Civil Aviation Authority)
- Shipping License issued by Pakistan Customs / Air license

### **c. Financial Profile:**

- Bank Statement for last 2 years
- Copies of IATA valid Bank Guarantees (B/G value less than PKR 5.0 M need not to apply for registration with POF Export Division)

### **d. DG Airfreight & Sea freight Profile:**

- List of all Weapons or Parts airfreight / sea freight shipments handled during last 3 years duly supported with corresponding copies of AWB / BL's
- List of all DG airfreight shipments handled during last 3 years duly supported with corresponding AWB copies
- List of all staff members holding valid DG license duly supported with corresponding copies of valid DG certificates
- List of all DG Sea freight shipments handled during last 3 years duly supported with corresponding copies of B/L's

### **e. Air Charter Profile:**

- List of all the Air charters arranged during last 2 years for the transportation of Military / Defence Cargo.
- Representation authorization by at least 1 International Air Charter Company having a fleet of 5+ cargo aircrafts involved in transportation of military / defence cargo.

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)