



Government of Pakistan
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

To,

M/s _____,

Dear Sirs,

Reference : TENDER ENQUIRY NO **2500/GEN/LP/CAPT/FREIGHT/PUR/SAA, Dated:07-03-2018.**

You are requested to submit sealed quotations for the materials as notified in the schedule of the tender. Please note the following instructions for filling the tender:-

1. SUBMISSION OF TENDER

- 1.1 Tenders will be opened at 1230 hours on **27-03-2018** and must reach this office on or before 1200 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 and intimate atleast of 7 days earlier before tender opening date.
- 1.2 Only one offer should be included in one envelope. The outside of the envelope should be inscribed with:-

Tenders Enquiry No.: **2500/GEN/LP/CAPT/FREIGHT/PUR/SAA**
Tender to be opened on **27-03-2018 (at 1230 hours)**
Address as follows:-

GM-PPC-SAA&BM
POF WAH CANTT.
PAKISTAN.

- 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 dispatch/delivery of the stores, the freight should be filled in column 6 & 7 and delivery date in column 8 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 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 quantities without notice.

(Cont'd.....P/2)

- 2.4 In the event of non-acceptance of offer, no intimation will be given to the Tenderers.
- 2.5 Conditional offers or alternative offers are likely to be ignored.
- 2.6 Taxes and Duties etc. where applicable, must be shown separately, quoting reference to Registration No. Sales Tax and relevant authority.
- 2.7 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.
- 2.8 POF will render necessary information regarding hazardous effects on environment of the material/products to be dispatched by them, alongwith dispatch documents.

3. DESPATCH INSTRUCTIONS

- 3.1 The firm will provide the shipment/dispatch schedule in advance.
- 3.2 Trans-shipment will not be allowed.
- 3.3 The firm will declare Cargo and other particulars i.e. weight, qty., material/store & freight etc. on BOL strictly as per documents provided by POF (SAA) Wah Cantt.
- 3.4 The Ship will not pass on any Indian/Israeli, Sea Port enroute the destination.
- 3.5 As soon, shipment is taken place, the necessary shipping documents i.e. mate receipt, copy of BOL will be provided to POF (SAA) Wah Cantt 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 POF (SAA) Wah Cantt
- 3.9 All documents will be provided by POF (SAA) Wah Cantt for custom clearance of export consignment.
- 3.10 The store will be shipped from Karachi sea port strictly in accordance with current /existing international rules & regulations.
- 3.11 In case of failure of the firm / freight forwarder, POF (SAA) Wah Cantt, reserve the right to place / award the contract on any compatible bidder 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/pay order of Rs. 500/- in favour of **Director-Admin POF Wah Cantt.**

5. BID MONEY.

- 5.1 Bid Money at the rate of 2% (for registered firms) and 05% (for un-registered firms) of the quoted value should accompany the tender in shape of Deposit at Call Receipt, from a scheduled Bank drawn in favour of:-

“GM-PPC-SAA&BM POFs Wah Cantt”.

- 5.2. Tenders received without Bid Money will be stand rejected.
- 5.3 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.
- 5.4 State owned organizations are not required to provide Bid Money.

(Cont'd.....P/3)

6 **ACCEPTANCE OF OFFERS.**

6.1 POF (SAA) Wah Cantt may cancel/reject any one or all the tenders as per Public Procurement Rules 2004 (Rule 33(1) and Rule 35).

7. **PERFORMANCE BOND.**

7.1 The successful bidder shall provide Performance Bond @10% of the value of contract, in the form a Deposit at Call (CDR) within 15 days from receipt of letter of intent from a scheduled Bank; or, an un-conditional Bank Guarantee valid for 12 months after receipt of store in POF on a prescribed format. The performance Bond will be provided in favour of **C.M.A. (POF) Wah Cantt**. It will be returned on satisfactory completion of contract.

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 (SAA) Wah Cantt will be entitled to make other arrangements to hire services at the risk and expense of the freight forwarder.

8. **PAYMENT**

Payment will be made by the C.M.A. (POF) Wah Cantt through crossed cheque on satisfactory completion of contract and receipt of bill on our prescribed bill form 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 respect 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 POF (SAA) Wah Cantt.

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 POF 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.

Yours faithfully,

**MANAGER-PUR-SAA
POFs WAH CANTT.**

Contact Info:



Exchange: i. 051-9055000, ii. 051-4514000

Direct: 051-905522014

Fax: i. 051-9271400, ii. 051-9314100

Email: mdsaa@pof.gov.pk

Address: GM-PPC-SAA & BM, POF WAH CANTT

Copy to:

- i. Director-P&S - For information please.
- ii. Director-MIS - For uploading the tender on POF website

PAKISTAN ORDNANCE FACTORIES.**SCHEDULE TO T.E NO. 2500/GEN/LP/CAPT/FREIGHT/PUR/SAA DATED: 07-03-2018.****DUE ON: 27-03-2018****SHIPMENT OF THE FOLLOWING MATERIALS FROM WAH CANTT TO MULHOUSE FRANCE**

S No.	Nomenclature	Gross Weight	Dimension of Wooden (cm)	Qty. of Boxes	Rate per Box or Lump sum	Total Freight (Rs.)	Delivery Period
1	2	3	4	5	6	7	8
1.	Berdan Primers cap (Filled with inactive material)	5000 Nos. (02 Kgs.) Approx.	Dimension: Height:5.6 inch Dia:3.8 inch	01 Card Box (Cylindrical)			
2.	DM-1 Type Links (With Packing).	5000 L/Belt (24 Kgs Approx.)	Dimension: 29.9x13.9x17.51 inch	01 Wooden Box			
3.	Dummy Cartridge (100 Acceptable & 100 Rejected)	200 Nos. (12 Kgs Approx.)	Dimension: 16.65x6.4x11.4 inch	01 Steel Box			
4.	Lead Wire (Winded on Reels)	7.5 Tons	Dimension: 38.37x38.37x28.12 inch Gross Weight of 01 Box: 760 Kgs. (Approx)	13 Wooden Box			
5.	Brass Strip 70/30 Spec DEF-STAN-95-9/ISSUE-2 Type A	37.5 Tons	Dimension: 900x900x680mm Gross Weight of each box : 1755 Kgs (Approx.)	25 Wooden Box			
6.	Gilding Metal Strip 90/10 DEF-STAN-95-11/1 (AA-4092 PD)	22.5 Tons	Dimension: 900x900x680mm Gross Weight of each box: 1725 Kgs (Approx.)	15 Wooden Box			

(2) Special Conditions:

- i. Offer without Bid money and Tender Fee will not be considered.
- ii. Date and stamp of the postal order must be visible, Sales Tax registration number & NTN certificates must be attached.
- iii. Professional Tax Certificate issued by respective Govt. (Province) authority must be provided.
- iv. The documents as per (Annex A) are required to be submitted by quoting Firms for (First time) for their permanent enlistment for issuance of future enquiries.
- v. **It is the responsibility of the freight forwarder to pick the consignment from POF Wah Cantt and arrange clearance of the same from Karachi Seaport; however necessary documents will be provided by POF.**

(3) UNDERTAKING:

Should our offer be accepted, we hereby undertake to airlift / 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 Wah Cantt will have the right to dispatch the stores elsewhere 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.

- i. Date of establishment.
- ii. Incorporation status (duly supported with incorporation certificate)
- iii. Paid up Capital
- iv. List of Directors
- v. List of Branches within and outside Pakistan with complete addresses and contract details of Branch Heads.
- vi. List of all business that the company is engaged with including freight forwarding.
- vii. Organizational set up, Staff strength showing General Managers, Managers, Executives etc.
- viii. Affiliation with international freight forwarding networks.
- ix. Registration with other Government, Defence and Semi-Government Organizations.
- x. List of reputed National & International Clients duly supported with Performance Satisfaction Letters issued by at least 3 satisfied National & International clients each.

b. DG Airfreight & Sea freight Profile

- i. List of all Weapons or Parts airfreight / sea freight shipments handled during last 3 years duly supported with corresponding copies of AWB / BOL.
- ii. List of all DG airfreight/sea freight shipments handled during last 3 years duly supported with corresponding AWB/BOL copies.
- iii. List of all staff members holding valid DG license duly supported with corresponding copies of valid DG certificates.
- iv. List of all DG Sea freight shipments handled during last 3 years duly supported with corresponding copies of BOL.

c. Air/sea charter Profile:

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

d. Registration Requirements:

- i. Undertaking on judicial stamp paper duly notarized; that the firm has never been engaged in any criminal activities and has never been black listed for poor performance by any organization in Pakistan.
- ii. Nomination of company's rep to deal with POF.
- iii. Enlisting of Firm is subject to security clearance by FIU.