



Government of Pakistan
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

To

PPRA ISLAMABAD

Dear Sirs

Reference: **TENDER ENQUIRY NO. 4104-MPO-W-LASER ENGRAVING & MARKING M/c
DATED 11-04-2017**

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 1230 hours on **04-05-2017** 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 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:-

Tenders Enquiry No.: **4104-MPO-W- Laser Engraving & Marking M/c dated 11-04-2017.**

Tender to be opened on: **04-5-2017**

Address: **GM-PPC-WEAPONS 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.

1.4 EVALUATION CRITERIA

All the commercial quotation will be evaluated/scrutinized price-wise and technically and formal contract will be placed on lowest evaluated/ technically qualified bidder.

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 is 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 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 (Weapons) store at 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. Offers 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/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 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, the 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 M.D.-**WEAPONS** POFs Wah Cantt.

5. **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 have either previously satisfactorily supplied the same of similar stores or have submitted an acceptable sample thereof against previous T.E .

6. **BID MONEY.**

6.1 Bid money at the rate of 2% (for registered firms) 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:-

“GM-PPC-Weapons, POF WAH CANTT”.

Tenders received without Bid security will be rejected.

6.2 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.

6.3 State owned organizations are not required to provide Bid money.

7. **ACCEPTANCE OF OFFERS**

The right to accept or reject any offer in full or in part is hereby reserved.

8. **PERFORMANCE BOND.**

(a) The successful bidder shall provide Performance Bond at the rate, of 10% of the value of contract, in the form of a Deposit At Call Receipt 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 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.
- (c) Performance Bond from State owned organizations may be waived off at the discretion of the Purchaser.

9. **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 contact 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.

10. **PAYMENT**

- a. Payment will be made by the C.M.A. 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:

11. **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 may be issued to them and their names would be liable to remove from approved list.

Note:

Offers/bids through E-Mail & Fax are not acceptable. The offers/bids must be submitted on firm's original letter head pad through Mail/Courier.

Yours faithfully,

G.M-PPC-Wpns

 Exchange: 051-9055-21046
Fax: 0519271400-051-9314100
e-mail: mdwpn@pof.gov.pk

PAKISTAN ORDNANCE FACTORIES.

SCHEDULE TO TENDER NO. 4104 MPO-W-Laser Engraving & Marking M/c. Dated 11-04-2017
Due on: 04-05-2017

(1) For Plant & Machinery:

Procurement of Laser Engraving & Machine Qty:01.

(2) **Specifications:-** As per '**Annex-A**'

Sr. No.	Description with Specs. etc.	A/U	Qty.	Price per Unit FOR or free delivery		Delivery Date	
				In figures	In words.		
01.	General	Nos.	01				
							<u>Working Table (moveable)</u> 1600* 1000mm (can be vary)
							<u>X.Y Transmission model.</u> Ball screw
							<u>Drive system withy warranty.</u> Servo motor with double auto head moving.
							<u>Material to be cut.</u> Aluminum, Brass, Stainless Steel, Chrome plated steel, (Metal) Acrylic, Perspex Sheet (Non metal) etc.
							<u>Cutting depth.</u> 5 mm-10mm
							<u>Cutting system with attachment.</u> 3d contour cutting profile cutting with attachment
							<u>Training/operational, Manuals Schematic diagrams of PCBs, Details of Motor.</u> 04 sets should be provided where applicable in English
							<u>USB port, long-range control.</u> Available.
2	Software						
							<u>Software and training if required.</u> Should be flexible and compatible with softwares like Auto CAD_Photoshop or equivalent.
	<u>Supported graphic format.</u> BMP. PLT, DST, DXF, AI etc.						

3	Laser Tube	<u>Brand</u> Any European or equivalent.				
		<u>Laser power.</u> >120w.				
		<u>Laser type.</u> CO2 laser.				
		<u>Wavelength.</u> 1064 nm.				
		<u>Positioning</u> Red-light positioning.				
		<u>Warranty.</u> Suitable warranty.				
4	Cooling System	<u>Cooling system with auto shutdown laser.</u> Water or air cooling, water preferred				
5	Exhaust System	<u>Suitable exhaust system.</u> For removing of dust.				

(3). TERMS & CONDITIONS:

a) SPARES:

It shall be guaranteed that spares shall be made available for at least 10 years and back up support after installation and successful commissioning.

b) Other conditions

- a. Pre shipment inspection will be done at firms premises by 03-04 POF engineers/technicians.
- b. Minimum life is 10 years and with 02 x year warranty / guarantee.
- c. Operation & Maintenance manual in English version will be provided.
- d. Installation and commissioning of the machines at POF would be the responsibility of supplier.
- e. Free of cost training will be imparted at POF work premises by local supplier to 03 Engineers/ Technicians.
- f. In case of foreign suppliers Pre shipment inspection & training will be impart at firms premises.
to 03-04 POF engineers/technicians. Boarding, lodging, travelling & air tickets of above mention officers will be borne by supplier.
- g. Programming / configuration software along with soft copy of the program should be provided.
- h. Inspection will be based on atleast 10 jobs specified by representatives authorized by M.D Weapons.

(4) 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 should be obtained from Punjab Government a/w quotations.
- v) Only one rate should be quoted on the tender schedule.
- vi) Undertaking must be signed & accompanied a/w quotations.
- vii) Unregistered firms are required to provide Annex-C duly filled signed and stamped alongwith quotation.
- viii) Grand Total of offer must be mentioned in your quotation.
- 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 issued by SCM (Ex P & S) POF Wah Cantt..
- 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 payment should be stopped till his mandatory returns and appears on ATL of FBR.

(5) UNDERTAKING:

Should our offer be accepted, we hereby undertake to supply the stores/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 stores/services elsewhere at our risk and cost.

Place: _____

Date: _____

Signature of the Tenderer _____

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):

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

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

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

 - 10.1 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)

Stamp

Signature _____
Name: _____
Position: _____