



**Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY**

Dear Sir,

Reference: Tender Enquiry [452-LP-Capt-DS-Elect](#) dated [08-11-2017](#)

POF (Services Group) intends to procure "**Misc. Electric Fans.**"

You are requested to submit sealed 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 instruction for filling the tender.

**1. SUBMISSION OF TECHNICAL OFFER**

- 1.1 Tender will be opened at [1230](#) hours on [28-11-2017](#) and must reach this office 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 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. [452-LP-Capt-DS-Elect](#)  
Offer to be opened on [28-11-2017](#)  
Address as follows: [Director Services, POF Wah Cantt](#)
- 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 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:-  
**"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 POF's stores at Wah Cantt. In this case Octori duty will be payable by the supplier.
- 2.7 Taxes and duties etc. where applicable, must be shown separately, quoting references to Registration No. in cases of Sales Tax and relevant authority, in case of others. Offers without these clarifications and inclusive of Taxes and duties, may be ignored.
- 2.8 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.
- 2.9 "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.
- 2.10 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.
- 2.11 Supplier 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**

- 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 equipments, 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 off Rs. 500 in favor of **Director Services, POFs Wah Cantt.**

4.1 **Tender Sample:**

Where required, offer must a company 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 there pf against previous T.E.

5. **BID MONEY**

5.1 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 favor of **DIRECTOR SERVICES, POF WAH CANTT.**

Tenders received without Bid Money will be rejected.

5.2 Bid Money of the unsuccessful tenders will be returned as soon as the scrutiny of the tenders is completed. Bid Money of the successful tenders 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 The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds of all bids or proposal, but is not required justify those grounds.

6.2 Procuring agency shall incur no liability, solely by virtue of its invoking sub-rule (1.1) towards suppliers or contractors who have submitted or proposals.

6.3 Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that 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 be 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 month 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 favor of **CMA - 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 upto 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 CMA- POF Wah Cantt 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, 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 liable to be removed from the approved list.

- Note:-**
- i) Offer must be according to clause 2.2 (Technical & Commercial separately)
  - ii) Validity of offer must be counted from the date of commercial opening.

Yours faithfully,

Director Services

Tele (051) 9055(21090/21099)

Fax (051) 9271400 & 9314100

**PAKISTAN ORDNANCE FACTORIES**

Schedule to Tender Enquiry NO. [452-LP-Capt-DS-Elect](#), dated [08-11-2017](#).

To be opened on [28-11-2017](#)

## (1) FOR MATERIALS

1	2	3	4	5		6
Item No.	Description	Unit	Qty	Price per unit FOR or free delivery		Delivery date
				Price in figure	Price in words	
i)	Ceiling Fan 56" Sweep	Nos	40			
ii)	Exhaust Fan 12" Sweep (Metal Body)	Nos	30			
iii)	Exhaust Fan 18" Sweep (Metal Body)	Nos	40			
vi)	Exhaust Fan 12" Sweep (Plastic Body)	Nos	30			
v)	Bracket Fan 16" Sweep (Plastic Body)	Nos	30			

## 2. For Plant &amp; Machinery:

Specifications: - Attached as [Annexure-A](#)

Specifications may also be downloaded from POF Website ([www.pof.gov.pk](http://www.pof.gov.pk)).

3. Miscellaneous Requirements:

- a. Warranty / Guarantee: The supplier will have to provide a warranty / guarantee for 01 year (Minimum)
- b. Indicate the model, name of the manufacturer, and country of origin of the equipment.
- c. Quotation may be submitted if you are registered with sales tax department. Sales tax registration number may also be indicated in your offer.
- d. Breakdown of rates be given showing price and sales tax separately. Otherwise your quoted rates will be considered inclusive of GST.
- e. Only registered suppliers (with sales Tax & income Tax Deptt), who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/ services.
- f. The payment to the registered firms may be linked with the active taxpayer status of the suppliers as per FBR database. If any registered supplier is not in ATL, their payment will be stopped till they file their mandatory return and appear on ATL of FBR.

(4) 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 - A, 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. \_\_\_\_\_

Official stamp.

**SPECIFICATIONS OF MISC. ELECTRIC FANS****Nomenclature:**

Electrical fans having Ball Bearings, Capacitor type, 80-90 Watts, 220/230 Volts, 50 Hz, Power Factor: 0.95, Insulation Class: E, Winding 99.9% Copper.

**Requirement:**

<b>Sr.#</b>	<b>Description</b>	<b>Qty</b>	<b>Body</b>	<b>Necessity</b>
i)	Ceiling Fan 56" Sweep	40 Nos	Steel	Complete with Dimmer, Blades, Split Pin, Canopy and 5 Feet STD down rod (GI) with hanging arrangement.
ii)	Exhaust Fan 12" Sweep	30 Nos	Metal	With frame
iii)	Exhaust Fan 18" Sweep	40 Nos	Metal	With frame
vi)	Exhaust Fan 12" Sweep	30 Nos	Plastic	With frame & Louver Switch
v)	Bracket Fan 16" Sweep	30 Nos	Plastic	Louver With frame, complete with hanging / fixing arrangement, supply lead, 5 Amp top plug & speed switch.