



(INDIGENOUS SUPPLIES)
POF 1262-A

GOVERNMENT OF PAKISTAN
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

To

_____.

Dear Sir(s),

Reference: **TENDER ENQUIRY NO.0011-LP-CMC-51-I&M-PUR-II(A), DATED 19-01-2022.**

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 as per PPRA Rule 36 (a), i.e. Single Stage one Envelope procedure. Please note the following instructions for filling the tender:-

1. **SUBMISSION OF TENDER**

- 1.1 Tenders will be opened at **12:00 hours** on **10-02-2022** and must reach in **POFs Bid Center on or before 11:30** hours up to 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: **0011-LP-CMC-51-I&M-PUR-II(A), DATED 19-01-2022.**

Tender to be opened on: **10-02-2022.**

Address as follows:-

“DY.DIRECTOR-PURCHASE-II”
(Bid Centre, Adjacent to Rabita Hall, 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 AND EVALUATION CRITERIA:**

- 2.1 **For Materials:** The prices should be filled in column 5 and delivery date in column 6 of schedule to this Tender Enquiry. The undertaking should be signed at the bottom of the Schedule, which shall form Quotation. You may use a separate sheet if necessary. The case will be processed as per PPRA Rules / POF Procedure and contract will be awarded to the lowest evaluated bidder.
- 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.

**NOT
APPLICABLE**

Cont.....P / 02

Part II "Commercial Offer": It should indicate the commercial term 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".

**NOT
APPLICABLE**

- 2.3 Quotation must be valid for 90 days (Extendable, if so desired) which will be effective after the date of acceptance of offer (Technical literature / sample) from our side.
- 2.4 The quotation should hold good for any reduced quantities without notice.
- 2.5 In the event of non-acceptance of offer, intimation may be given to the Bidders 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 store will be booked under Military Credit Note, to be provided by the purchase.

"Free delivery at POF's stores at Central Stores, POF, Wah Cantt".

In this case octroi duty if any, 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 If the requisite information is not furnished on the T.E forms or offer received is not conformity with the requirement / special conditions of the T.E such offer shall be ignored.
- 2.12 Suppliers will render necessary information regarding hazardous effects on environment, of the materials/products supplied by them, and material Safety Data Sheet (MSDS), in their quotations and shipping/dispatch documents.
- 2.13 Special Conditions must be carefully studied and confirmed.

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, 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 **Rs. 500/-** by means of a crossed Postal Order / Pay Order for in favor of **Director-Admin, POF, Wah Cantt.**

4.1 **TENDER SAMPLE**

Offer must accompany tender sample (Where required) 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 same or similar stores or have submitted an acceptable sample thereof against previous T.E.

5. **BID MONEY:**

5.1 Bid Money at the rate of **2 %** (for **registered firms with POF**) and **5%** (for **un-registered firms with POF**) of the quoted value, should accompany the tender in the shape of Call Deposit Receipt / Pay Order / Banker's Cheque, from a scheduled Bank drawn in favour of:-

“DY.DIRECTOR-PURCHASE-II, POF, WAH CANTT.”

“Tenders received without / less Bid Money will be rejected.

5.2 Bid Money of the unsuccessful bidders will be returned as soon as the scrutiny of the tenders is completed. Bid Money of the successful bidders 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 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 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 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,

(AYESHA BANO)
MANAGER-PURCHASE-II (A)

Contact Details: -

Tele: **051-905522193**

Fax: **(051) 9271400 & 9314100**

Email: **ddscm2@pof.gov.pk**

PAKISTAN ORDNANCE FACTORIES**SCHEDULE OF TENDER ENQUIRY # 0011-LP-CMC-51-I&M-PUR-II(A), DT. 19-01-2022.
OPENED ON 10-02-2022****(1) FOR MATERIALS**

(1)	(2)	(3)	(4)	(5)		(6)
Item #	Description of Store with Specification, etc.	A/U	QTY	Price Per Unit For Free Delivery		Delivery Date
				In Figures	In words	
Indent # 0011-LP-CMC-51-I&M Dt 10-11-2021						
1/01	Cloth Red for Binding, Color Red, Binding Tape Ali Baba, Book Binding Cloth Red Packet or Equivalent Size: 54" width	Mtr	70			Within 03 Months after issuance of Contract
2/02	Envelop Plain White Offset Paper, Craft, Greeting or Equivalent. Size: 6"x 4", WT:80gm +/-5gm	No	26000			
3/03	Cover Clear With Clip & Strip. Full Size	No	1930			
4/04	Ink Blue Dollar, Toyo, Nafees or Equivalent. Wt: 20 oz	Btl	270			
5/05	Scrabbling Pad Ruled, Shaheen, Info world or Equivalent. Size: 7-1/2"x 6" Wt:55-60gm/M2	Pad	2700			
6/06	Stencil Paper Deito / Clear or Equivalent	Sheet	700			
7/07	Paper Brown Khaki Sheet Super Sadiq Paper or Equivalent. Size: 29"x 44" WT:45gm +/-2gm	Sheet	2900			
8/08	Paper Fax Roll, Panasonic, KCR or Equivalent. Size: 210mm X 100 Mtr	Roll	100			
9/09	Pencil Coloured Dux, Goldfish, Deer or Equivalent. Set of 12 Colours	Set	170			
10/10	Pen Holder ,Dollor, Eagle or Equivalent. For Staff	No	550			
11/11	Pen Stand Marble,Pak Marble Pen Stand, Ecorated or Equivalent. Size: 6"x 3"	No	370			
12/12	Pen Stand Marble,Pak Marble Pen Stand, Ecorated or Equivalent. Size: 7"x 4"	No	340			
13/13	Punch Single Hole China Made or Equivalent. Size: 6"	No	650			
14/14	Rubber Soft/Hard Pelikan,Dux or Equivalent. DG-50	No	2480			

15/15	Scale Plastic, Dux, Horse Brand, XNB Trademark, China Made or equivalent. Size:12"	No	1180		Within 03 Months after issuance of Contract
16/16	Sharpener Metallic German Made,Dollor, Epon or Equivalent	No	2060		
17/17	Tag Large, 5 Star, Amazon or Equivalent. Size:12" Long (Bdl of 100 Tags)	Bdl	2680		
18/18	Tape Transparent, Abrd, Icopard, Leopard, Everest or Equivalent. Size: 1/2" (1/2"x10 Yards)	Roll	970		
19/19	Tape Packing, Leopard, Everest or Equivalent. Size:2" Width (Roll of 72 Yards)	Roll	825		
20/20	Short Hand Book duly Page Numbered, PPP Karachi, Everest or Equivalent. Size: 8"x 5"	Book	375		
21/21	Card Albestor one side glazed, Wood Paper, Pindo, Deli Paper Products or Equivalent. Size: 22"x 28", WT: 250 gm	Sheet	3850		
22/22	Pin Cushion Silver,Pak Made or Equivalent. Dia: 2"	No	660		
23/23	Paper Weight Marble Pak Made or equivalent. Size: 2"x2"x1"	No	650		
24/24	Lamination Sheet Domicile/Leagal Size	Sheet	1340		
25/25	Pulp Board Sheet one side glazed Superior Quality Pindo, Deli Paper Product, PPP Karachi or Equivalent. (BLUE) Size:22"x28" Wt:210-215 gm/M2	Sheet	4050		
26/26	Pulp Board Sheet one side glazed Superior Quality Pindo, Deli Paper Product, PPP Karachi or Equivalent. (PINK) Size:22"x28" Wt:210-215 gm/M2	Sheet	3475		
27/27	Plastic File Cover, Sigma, Alpha or Equivalent. Size: A-4	No	350		
28/28	Correction Pen Fluid White, Dollar, Dux, Ore or Equivalent	No	170		
29/29	Ball Point Black, Piano, Click, Dollar, Crystal or Equivalent.	No	890		
Indent # 0012-LP-CMC-51-I&M Dt 23-11-2021					
30/01	Envelop Khaki Cloth Lined inside (SE-5A). Size: 9"x 4" Wt: 80gm/M2 +/-5gm/M2	No	19975		
31/02	Cover Clear With Clip & Strip Size: A-4	No	2370		

32/03	Punch Double Hole China Made or Equivalent. Size:4"	No	680		Within 03 Months after issuance of Contract
33/04	Stapling Machine, Great Wall, Chine Made or Equivalent. No. 24/6	No	1000		
34/05	Toilet Roll (Rose Petal, Breez or Equivalent)	Roll	3150		
35/06	Pulp Board Sheet one side glazed Superior Quality Pindo, Deli Paper Product, PPP Karachi or Equivalent. Size: 22"x28" WT: 210-215gm (GREEN)	Sheet	5575		
36/07	Pulp Board Sheet one side glazed Superior Quality Pindo, Deli Paper Product, PPP Karachi or Equivalent. Size: 22"x28", WT: 210-215gm (YELLOW)	Sheet	4975		
Indent # 0013-LP-CMC-51-I&M Dt 23-11-2021					
37/01	File Cover Box Type Black Sigma, Alpha, Pelikan, KE Products or Equivalent. Size: 9-3/4"x12-1/2"	No	1800		Within 03 Months after issuance of Contract
38/02	Noting Pad White Print Material, Shaheen or Equivalent. A-4 Size, Line Margin 1-1/2", WT: 55-60gm/Sq.M (Pad of 100 Sheets)	Pad	2080		
39/03	Paper Printing White, Supper Sadiq Paper, Paper Material type Airlaid sap absorbent or Equivalent. Size:17"x27", Wt: 60gm/m2 +/- 5gm/m2 (Ream of 500 Sheet)	Ream	460		
40/04	Register Ruled (07 Qrs)336 Leaves, PPP, Ahsan, Three Star or Equivalent. Size:7-1/2"x 12", WT: 55-60gm/M2	No	1740		
41/05	Register Ruled (09 Qrs) 432 Leaves, PPP, Ahsan, Three Star or Equivalent. Size: 7-1/2"x 12" WT:55-60gm/M2	No	1450		
42/06	Air Freshener Admire Lotion Paris Cobra or Equivalent. Cap: 400 ML	No	1160		
43/07	Envelop Khaki Cloth Lined Inside (SE-8A) Craft, Greeting or Equivalent. Size:12"x16" Wt: 80gm/M2 +/-5gm/M2	No	8400		
44/08	Paper Duplicating, Kraft Paper, Art Paper, PPP or Equivalent. Size:17"x27" Wt: 80gm/Sq.M +/-2gm/Sq.M	Ream	330		
				Total Rs:	
				+ 17% GST:	
				TOTAL VALUE RS:	

(2) **UNDERTAKING:**

Should our offer be accepted, we hereby undertake to supply the stores/render services contracted on the basis of 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 & cost.

Date _____	Signature of the Tenderer _____
Place _____	Name _____
_____	Position _____
_____	Address _____
	Income Tax G.I.R. No. _____
	Official Stamp _____

(3) **For Plant & Machinery:-**

Specifications:-

(4) **Special Conditions:-**

- i Rate & Sales Tax must be shown separately otherwise your quoted rates will be considered inclusive of G.S.T.
- ii Quotation not accepted without Bid Money & Tender Fee.
- iii Date and stamp of the Postal Order must be visible.
- iv a. Only registered suppliers (with Sales Tax and Income Tax Deptt.) Who are on Active Tax Payer 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 supplier 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.
- v Unregistered firms are required to provide Annexure–A duly filled Signed and Stamped along with quotation.
- vi Undertaking of T.E. Schedule should be returned duly Signed & Stamped with quotation.
- vii Status of firm with POF (registration / un – registered) should be mentioned in offer. Registered firms are required to provide copy of valid registration letter with POF.
- viii PTC must be obtained from Punjab Government.

- ix. Only one rate should be quoted against description of store on the Tender Schedule.
- x. The store must be provided within given delivery period of the contract.
- xi. In case of failure to supply the store within D.P, LD will be imposed as per procedure.
- xii. Photocopies of PTC, NTN, ATL (Sale Tax) & registration Certificate with POF (if registered) must be attached with quotation.
- xiii. **Quotation must be valid for 90 days which will be effective from the date of acceptance of samples / technical offers by Inspection Authority.**
- xiv. **Advance samples must be provided after intimation within a week after opening of tender, at consignee name DY. DIRECTOR - STORES & CMC, POFs Wah Cantt.**
- xv. The firm is responsible to supply the store according to the Description and Specification as mentioned in the Tender Enquiry.
- xvi. MSDS (Material Safety Data Sheet) may be provided along with each consignment.
- xvii. Items should be of reputed (OEM) branded will be preferred.
- Xviii The store should bear Warranty / Guarantee Certificate be supplied with Test Certificate (where required).
- xix. If the supplier has already supplied the same nature store then mention the contract no(s) in your quotation.
- xx. Any quantity of store, if found defective functionally will essentially be replaced by the supplier free of cost under his own arrangement.
- xxi. Store must be delivered / supplied within the delivery period of contract.
- xxii. Free delivery of all contracted items at central stores, POFs, Wah Cantt.
- xxiii. Offer received through email would not be entertained.

SUPPLIERS'S CAPABILITY

ANNEXURE-A

1. NAME OF THE FIRM: _____
ADDRESS : _____
2.1- TELE: NO (INCLUDING MOBILE NUMBER OF AUTHORIZED SIGNATORY): _____
2.2- FAX NO : _____
2.3- E.MAIL ADDRESS : _____
2. WHETHER PUBLIC LTD, PRIVATE LTD, PARTNERSHIP OR SOLE PROPRIETERSHIP : _____
3. ESTABLISHED SINCE : _____
4. CAPACITY : (Manufacture/Stockiest/Agent to foreign Firm) : _____

5. IF MANUFACTURER, PROVIDE FOLLOWING DETAILS : _____

- 5.1- DETAIL OF PLANTS, MACHINERY AND MAJOR EQUIPMENTS:
(Attached separate sheet if required): _____
6. INSPECTION/QUALITY ASSURANCE FACILITIES : _____

7. ISO-9000 CERTIFIED IF SO ATTACH NECESSARY DOCUMENTS
8. IF STOCKIST, PROVIDE FOLLOWING :-
8.1- DETAILS OF STOCKS HELD :- _____
8.2- APPROX .STOCK VALUE :- _____
8.3- LOCATION OF STOCKS: - _____
- ORGANISTIONAL DETAILS.**
9. WHETHER THE FIRM IS REGISTERED WITH THE HOLDING FOLLOWING DEPTTS.
(Give registration No. Date and attach copies of the necessary documents).

- 9.1 DP/ARMY OR ANY GOVT./SEMI GOVT.DEPTT :- _____
- 9.2 IMPORT TRADE CONTROL DEPTT : _____
- 9.3 SALES TAX DEPTT :- _____
- 9.4 INCOME TAX DEPTT : _____
- FINANCIAL STATUS : _____**
(Bank certificate to be attached)

Signature : _____
Name: _____
Designation: _____
Stamp: _____