

GOVERNMENT OF PAKISTAN  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY.

To

M/s

\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

Reference: **TENDER ENQUIRY NO. 0018-FP-51-SCM(MAA)-PUR-III, Dt. 29-10-2021**

You are requested to submit quotations for the items(s) noted in the Schedule to the Tender as per PPRA Rule-36(b) i.e single stage Two envelope method. Offers 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 **1200 hours** on **09-12-2021** and must reach **Bid Centre Adjacent to Rabita Hall** on or before **1130 hour** 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.

1.2 Only one tender should be included in one envelope. The outside of the envelope should be inscribed with:-

**“TECHNICAL QUOTATION WITHOUT PRICE”**  
**Tender Enquiry No: 0018-FP-51-SCM(MAA)-PUR-III, Dt. 29-10-2021.**  
**Tender to be opened on: 09-12-2021**  
**Address as follows:**  
**G.M-PURCHASE-I, BID CENTER ADJACENT TO**  
**RABITA HALL POF WAH CANTT.**

**“COMMERCIAL QUOTATION WITH PRICE”**  
**Tender Enquiry No: 0018-FP-51-SCM(MAA)-PUR-III, Dt. 29-10-2021.**  
**Tender to be opened on: 09-12-2021**  
**Address as follows:**  
**G.M-PURCHASE-I, BID CENTER ADJACENT TO**  
**RABITA HALL POF WAH CANTT.**

1.3 If envelope does not indicate reference of T.Es 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. as per PPRA Rule-36(b) i.e single stage Two envelope method is/will be utilized for "open competitive bidding." Moreover, technical & commercial evaluation of Bids will be carried out strictly as per PPRA rules and contract(s) will be awarded to the most advantageous bidder(s).

- 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.
- 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 which may be extended.
- 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.B. The consignment will be shipped through Pakistan National Shipping Corporation(PNSC). In case there is no PNSC service in the country of shipping, please quote on C & F basis. The freight should be indicated separately. Insurance premium should not be included in the quoted price. However where insurance is considered necessary, advice to that effect should be given in the quotation.
- 2.8 Submission of the offer through an agent in Pakistan should be avoided. In case it is considered inevitable, the agent's quotation must invariably be accompanied by the original proforma invoice from the principals/ manufacturers.
- 2.9 Country of origin and port of shipment to be stated.
- 2.10 The offer of principal must clearly indicate whether the rate quoted is inclusive of agent's commission, and if inclusive rate of commission included be specified.
- 2.11 Suppliers 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 form or offer received is not in 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 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.

3.3 **TENDER SAMPLE**

Where required offer must accompany tender sample strictly according to the description 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 samples thereof against previous T.E.

4. **ACCEPTANCE OF OFFERS**

4.1.1 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 for its rejection of all bids or proposals, but is not required to justify those grounds.

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

4.1.3 Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

4.2 **PERFORMANCE BOND**

(a) The successful bidders will provide Performance Bond at the rate upto 10% of F.O.B. value of contract in favour of the Controller Military Accounts (CMA) POF Wah Cantt. The Performance Bond will be furnished in the form of Deposit At Call Receipt (CDR) from any scheduled Bank in Pakistan or an unconditional bank guarantee on prescribed proforma covered by any scheduled bank in Pakistan. The Performance Bond shall be furnished within 45 days from the date of opening of Letter of Credit. It shall be valid for a period of 12 months after the date of expiry of letter of credit. If the Performance Bond is not furnished within the prescribed time of 45 days, the Purchaser reserves the right to:

i. Impose penalty @ 1 % per month of the value of CDR/BG.  
(Clause-4.2 (a i) is not applicable in case of procurement of Plant / Equipment / Machinery items)

OR

ii. Cancel the contract and make other arrangements for purchase of the stores at the risk and expense of the Supplier.

(b) No Performance Bond will be required if the total FOB value of the contract is less than US\$ 50,000 and contract is placed directly on the foreign Supplier.

#### 4.3 **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 particular store 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.

#### 4.4 **PAYMENT**

Payment will normally be made by means of irrevocable letter of credit. Unless otherwise stated 90% payment will be released on submission of Dispatch documents to Bank while balance 10% payment will be released on receipt and acceptance of store by the consignee.

All Bank charges incurred in Pakistan in connection with the establishment of L.C. will be borne by the Purchaser, whereas all Bank charges incurred in connection with drawing of payment including charges for confirmation of L.C. by the advising Bank/Foreign Bank will be borne by the Supplier.

### 5 **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.

Yours faithfully,

Contact details:-

Tele No. 051-9055-22269, 21087, 201088

Fax No. (051) 9314100, 9271400

Email: procurement@pof.gov.pk

Copy to

MD-AA

Manager-SCM(Coord)

Rep of FIU-Rabita Hall

I/C - Bid Centre

**(WAQAS AHMAD)**  
Director - SCM  
Pakistan Ordnance Factories  
Wah Cantt, Pakistan

## PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO. 0018-FP-51-SCM(MAA)-PUR-III, Dt. 29-10-2021**(1) FOR MATERIALS**

(1) Item No.	(2) Description with Specs. etc.	(3) Unit	(4) Qty.	(5) Price Per Unit FOB or C&F		(6) Delivery Date
1.	<b>Copper Cathode/ Sheet</b> Size 3'x3'x16 mm Thick. Spec: No. BS EN 1978 : 1998 CATHODE-I & CATHODE-II OR ASTM B-115-10 CATHODE-I	Kg.	325000	<b>In Figures</b>	<b>In Words</b>	Within 03 months
2.	<b>Zinc Ingot Electrolytic</b> High Grade 99.95% Minimum Purity Spec: BS 3436:1986 (Zn 2), (Latest Edition)	Kg	150000			

2) **For Plant & Machinery:** Specification:-3) **Special Conditions:****03(A) General**

- i. Only one rate should be quoted against description of store on the Tender Schedule and Grand total of offer must be mentioned in your quotation.
- ii. No offers received through e-mail / Fax would be entertained
- iii. New participants/bidders are obligatory/ to forward necessary credentials of their firm showing/elaborating details of their business with Govt/Semi Govt. & public sector organizations/departments of Pakistan along with their quotation.
- iv. Store must be brand new, from current year production and from OEM.
- v. Store will be supplied on warranty guarantee basis, & 100% inspection will be carried out by IDA after receipt of store in POF Wah Cantt.
- vi. All firms based in China and Hong Kong must quote in Chinese Yuan (CNY).
- vii. MSDS (Material Safety Data Sheet) may be provided alongwith each consignment
- viii. The store must be protected adequately and appropriately against damages environmental effects, water or other substances during journey/transportation or withstand the rough handling involved in transit & provide preservation of material while held in storage by the consignee.
- ix. Undertaking of T.E schedule may be returned duly signed & stamped along with the quotation.
- x. As per PPRA Rule 36(b) i.e. single stage two envelope method, kindly send "TECHNICAL QUOTATION WITHOUT PRICE" and "COMMERCIAL QUOTATION WITH PRICE" shall be written in block capital letters on the respective sealed envelopes which will be placed in a large envelop bearing complete detail of the tender enquiry.

**03(B) FOR FOREIGN SUPPLIERS**

- i. Obtaining of Export permit from the concerned Govt. will be the responsibility of the firm / bidder. Non issuance of Export permit from the country of origin shall not constitute "Force Majeure". Therefore, only those firms may quote their rates who can arrange export permit at their end.
- ii. Price must be quoted on FOB as well as C&F basis. If quotation is on C & F basis, the freight should be indicated separately. Original offer duly signed/stamped by the foreign principal is required.
- iii. Date of shipment will be considered as date of delivery.
- iv. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

**03(C) FOR INDIGENOUS SUPPLIERS**

- i. Price should be quoted in local currency on FOR Wah Cantt basis.
- ii. Bid money @2% (for registered suppliers) and @ 5% (for un-registered suppliers) of quoted value in favor of **GM-Purchase-I POF Wah Cantt**, in the shape of CDR/pay order/banker cheque along with quotation is mandatory (To be attached with commercial offer).
- iii. Tender fee Rs.500/- in favor of **Director Admin POFs**, in the shape of crossed postal order/pay order is mandatory (To be attached with technical offer).
- iv. Quotation not accompanied with Bid Money & Tender Fee or less Bid Money & Tender Fee will be ignored.
- v. Only registered suppliers (with sales tax & income tax deptt.) who are on active tax payers list (ATL) of FBR are eligible to supply goods/services to government deptt.
- vi. If interested to witness tender opening please come at Rabita Hall POFs Wah Cantt before 1200 hrs on opening date along with original authority letter (if rep. of firm), visiting card (if owner of firm) and original CNIC with photocopy.
- vii. 100% payment will be made after receipt and acceptance of store at POFs through crossed cheque.
- viii. Date of receipt of store in POFs will be considered as date of delivery.
- ix. Firms not registered with POF are required to provide **Annexure-A** duly filled, signed and stamped along with the quotation. In case of registration with POFs, Registration Certificate may be attached with the quotation.
- x. Sales Tax Registration No. issued by Excise & Taxation Department and NTN must be given in quotation.
- xi. Sales Tax must be shown separately, otherwise quoted rates will be considered as inclusive of Sales Tax and the same will be deducted from payment bills.
- xii. PTC(Professional Tax Certificate) must be from the Province of Punjab

**(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 1282, 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\_\_\_\_\_

Signature of the Tenderer

Date\_\_\_\_\_

Name  
Position  
Address  
Income Tax G.I.R.No.

## ANNEXURE-A

**SUPPLIER'S CAPABILITY**

1. NAME OF THE FIRM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
- 1.1 TELE:NO: \_\_\_\_\_
- 1.2 FAX NO: \_\_\_\_\_
- 1.3 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:-
  - 8.1 DETAILS OF STOCKS HELD: \_\_\_\_\_
  - 8.2 APPROX. STOCK VALUE \_\_\_\_\_
  - 8.3 LOCATION OF STOCKS: \_\_\_\_\_

**ORGANIZATIONAL DETAILS.**

9. WHETHER THE FIRM IS REGISTERED WITH THE 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: \_\_\_\_\_

Stamp

Position: \_\_\_\_\_