



POF 1262-A  
(INDIGENOUS  
SUPPLIES)

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

To M/s

---

---

---

---

Dear Sirs,

Reference : TENDER ENQUIRY NO. 0003/LP/CMC/55/P-D

DATED 24-MAR-25

You are requested to submit quotations for the item(s) noted in the Schedule to the Tender. Please note the following instructions for filling the tender:-

**1. SUBMISSION OF TENDER**

- 1.1 Tenders will be opened at **12:00 hours** on **26-MAY-25** at Bid Centre adjacent to Rabita Hall, POF Wah Cantt. Quotation must be submitted electronically on [www.ebidding.pof.gov.pk](http://www.ebidding.pof.gov.pk) as well as in hard form (duly sealed in envelope) before 30 minutes of opening time. 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.

Tender Enquiry No: 0003/LP/CMC/55/P-D

Tender to be opened on: 26-MAY-25

Address as follows:-

(www.ebidding.pof.gov.pk) BID CENTER

ADJACENT TO RABITA HALL

POFs, WAH CANTT.

**2. GENERAL INSTRUCTIONS REGARDING PREPARATION OF QUOTATIONS**

- 2.1 **For Materials**, the prices should be filled in column 5 and delivery date in column 7 of the schedule to this Tender Enquiry. As per **PPRA Rule 36(a)**, **Single Stage one envelope method** 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.

Cont....P-2

**Part II "Commercial Offer":** It should indicate the commercial terms e.g. price, terms of payment, mode of payment, mode of supply.

- 2.3 The quotation must remain valid for, at least 90 days from the date of opening of commercial tenders, extendable if so desired.
- 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 Octroi duty, will be payable by the supplier.

- 2.8 Taxes and Duties etc. where applicable, must be shown separately, quoting references 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 material/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 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.

Contd...P-3

#### **4. TENDER FEE**

The tender must be accompanied by a copy of non-refundable fee by means of a crossed postal order/pay order for Rs. 500/- in favour of: **Director-Admin-POFs, Wah Cantt.** The tender fee instrument in original must be provided on day/date of tender opening in the Bid Center.

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

#### **5. BID Security**

- 5.1 A copy of Bid Security should accompany the tender in shape of deposit at call receipt/Pay Order/Banker Cheque from scheduled bank drawn in favour of :-

##### **GM-Sourcing Indirect Materials, POFs WAH CANTT.**

- 5.2 Bid security instrument in original must be provided on the day/date of tender opening in the Bid Center as under:

- a. Registered/indexed firms including foreign firms - 2% of quoted value subject to the maximum ceiling of Rs. 0.5 Mn.
- b. Registered/un-indexed firms including foreign firms - 3% of quoted value subject to the maximum ceiling of Rs. 0.75 Mn.
- c. Unregistered Firms including foreign firms - 5% of quoted value subject to the maximum ceiling of Rs. 1.00 Mn.
- d. Govt organization/production units/state owned enterprises/welfare projects of Svcs HQ - Rs 0.50 M. can be waived off on request by DG(C)
- e. Bid money will be returned to unsuccessful (less first three lowest quotee firms) bidders on opening of commercial offers
- f. Bid money will be returned to successful bidders on submission of performance bond/unconditional B.G.
- g. Quotation accompanied with less bid money will be accepted on provisional basis for 10 x days after opening of bids. However the firms are bound to provide/furnish the balance bid money within 10 x days after opening of bid otherwise such quotations will be ignored or rejected
- h. Offers received without Bid Security will not be entertained.
- i. Bid money will be forfeited in case the quotation is withdrawn before the expiry of its validity date.

#### **6. ACCEPTANCE OF OFFERS**

- 6.1 POF may reject all bids or proposals at any time prior to the acceptance of bid(s) or proposal, but is not required to justify grounds for its rejection. POF shall incur no liability towards supplier or contractor who have submitted bids or proposals.

##### **6.2 PERFORMANCE BOND**

- (a) The successful bidders shall provide performance bond which shall not exceed 10% of contract value, in the form of Deposit At Call Receipt from a scheduled Bank; or, an un-conditional Bank Guarantee 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 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. In case of 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**

Payment will be made by the CMA(POF) through crossed cheque on receipt/acceptance of stores on our prescribed bill form supported by receipt voucher on part/full supply basis.

(a) 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 authorised 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 be removed from the approved list.

Yours faithfully

**AYESHA BANO**  
**MANAGER PURCHASE - II**

for PAKISTAN ORDNANCE FACTORIES

## PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO. 0003/LP/CMC/55/P-D24-MAR-25**(1) FOR MATERIALS**

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Item No.	Description with Specs. etc.	Unit	Qty	Quoted Value	Price Per Unit FOR or free delivery	Delivery Date
					In Figures    In Words	

1	PAPER COMPUTER PASTED 2 PART 15" X 11" WT; 125/130 GM/SQR MTR BOX CONTAINING 2 X 1000 CONTINUOUS SHEET	BOX	390			IMMEDIATE
2	PAPER COMPUTER PASTED 4 PART 15" X 11" SINGLE PART WT; 41-49 GM/SQR MTR, CARBON PAPER WEIGHT 14-21 GM/SQR MTR BOX CONTAINING 4 X 500 CONTINUOUS SHEET	BOX	170			IMMEDIATE
3	PAPER COMPUTER SINGLE PART 15" X 11" WT; 70 GM/SQR MTR BOX CONTAINING 2000 CONTINUOUS SHEET	BOX	256			IMMEDIATE
4	RIBBON FOR LINE PRINTER PRINTRONIX STANDARD LIFE CARTRIDGE RIBBON MODEL P8000/ P7000/ N7000 P/N 255049-101	NO	24			IMMEDIATE
5	RIBBON FOR LINE PRINTER PRINTRONIX ,STANDARD LIFE CARTRIDGE RIBBON MODEL P8000/ P7000/ N7000 P/N 259885-104	NO	72			IMMEDIATE

<b>Total Rs =</b>	
<b>+ GST =</b>	
<b>Total value Rs =</b>	

(2) For Plant & Machinery:  
Specification:-

**(3) Special Conditions**

01. T.E clause No. 2.3 is not applicable for single stage one envelope. Therefore offer validity 90 days which will be effective from the date of acceptance of samples.
02. The store should bear warranty/ guraranty certificate.
03. Be supported with test certificates (Where required).
04. Inspection Authority :- AM Hardware-IT
05. Advance sample of the tendered store will be required within 07 x days of opening of Tender Enquiry, otherwise the offer will be ignored.
06. The firm will be responsible to provide certificate for shelf life of the store.
07. Material Safety Data Sheet (MSDS) may be provided along with each consignment.
08. Items should be of reputed OEM/ branded company.
09. IF THE SUPPLIER HAS ALREADY SUPPLIED THE SAME NATURE OF STORE THEN MENTION THE CONTRACT NO(s). IN YOUR QUOTATION.
10. ANY QUANTITY OF STORE, IF FOUND DEFECTIVE WILL ESSENTIALLY BE REPLACED BY THE SUPPLIERS FREE OF COST UNDER HIS OWN ARRANGEMENT
11. Undertaking of T.E. Schedule should be returned duly signed & stamped with Quotation
12. In case of registration with POFs, registration certificate may be enclosed.
13. The firm is responsible to supply the store according to the Description and Specification as mentioned in the Tender Enquiry.
14. 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.

## PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO. 0003/LP/CMC/55/P-D24-MAR-25

(1)	(2)	(3)	(4)	(5)	(6)		(7)
Item No.	Description with Specs. etc.	Unit	Qty	Quoted Value	Price Per Unit FOR or free delivery		Delivery Date
					In Figures	In Words	

- 15 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.
- 16 NTN, PTC, SALE TAX REGISTRATION CERTIFICATE, ATL & UNDERTAKING MUST BE ATTACHED WITH THE QUOTATION.
- 17 In case of failure to supply the store within DP, LD will be imposed as per procedure.
- 18 FIRM WILL PROVIDE PROOF/ EVIDENCE OF DEPOSITING OF STAMP DUTY @0.25 % OF CONTRACTED VALUE IN CONCERNED REVENUE OFFICE AT THE TIME OF SUBMISSION OF BILL/PAYMENT.
- 19 In case procurement exceeds Rs.10.00 Million, Integrity Pact will be part of contract.

**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 \_\_\_\_\_

Official Stamp \_\_\_\_\_