



POF 1262-A  
(INDIGENOUS  
SUPPLIES)

Government of Pakistan  
PAKISTAN ORDNANCE FACTORIES  
TENDER ENQUIRY

To M/s

---

---

---

---

Dear Sirs,

Reference : TENDER ENQUIRY NO. 0054/LP/CMC/54/P-F

DATED 31-OCT-24

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 **19-DEC-24** 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: 0054/LP/CMC/54/P-F  
Tender to be opened on: 19-DEC-24  
Address as follows:-

([www.ebidding.pof.gov.pk](http://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(b)**, **Single Stage two 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.

**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 liable to removed from the approved list.

Yours faithfully

**AYESHA BANO**  
**MANAGER PURCHASE - II**  
for PAKISTAN ORDNANCE FACTORIES

## PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO. 0054/LP/CMC/54/P-F31-OCT-24**(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	HAND TOWEL MEDIUM SIZE 36'' X 24'' BRAND: AL-KARAM, GUL AHMED, SITARA OR EQUIVALENT	NO	5200				IMMEDIATE
2	DUSTER CLOTH 24'' X 20'' , COLOUR : YELLOW BRAND: MYRTLE INDUSTRIES, SUAZ & CO. PVT OR EQUIVALENT	NO	4595				IMMEDIATE

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

(2) For Plant & Machinery:  
Specification:-

**(3) Special Conditions**

01. Items should be of reputed OEM / BRANDED company. Tag of Brand must be attached with the store.
02. The store should bear the Warranty / Guaranty certificate for 12 Month.
03. Be supported with test certificates, (where required)
04. Advance sample of the intended store must be qualified in the tender enquiry stage prior to contract to avoid any problem at later stages during inspection.
05. 02 x Advance samples against each item free of cost will be required within 07 x days or earlier after Technical Opening In the consignee name Dy. Dir - C.Store & CMC (051905522084), otherwise the offer will be ignored.
06. Validity of offer will be considered upto 90 days from the date of opening of commercial offer.
07. Firm will deposit stamp duty 0.25% of total contracted value to concerned revenue office and provide documentary evidence of same at the time of submission of bills.
08. Inspection Authority: I.S.I / Q.A.
09. Undertaking of TE duly signed / stamped and Tender Fee both attached with Technical offer must reach in hard form in Bid Center POF Wah Cantt., however soft copy of same should be attached with online Technical offer. Bid Money attached with Commercial offer must reach in hard form, however soft copy of same should be attached with online Commercial offer.
10. Reputable firms having relevant experience and good performance are eligible to participate in the bid /Tender.
11. 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.
12. Quotation not accompanied with Bid Money & Tender Fee will be ignored.
13. Sales Tax must be shown separately, otherwise, quoted rate will be considered as inclusive of Sales Tax And the same will be deducted from Payment Bills.
14. Sales Tax Registration No. issued by Excise & Taxation Department And NTN must be given in Quotation
15. Only Registered Suppliers (with Sales Tax & Income Tax Deptt) who are on Active Taxpayers List (ATL) of FBR are eligible to supply Goods/Services to Govt. Deptts.
16. Items should be of reputed OEM/ branded company.
17. The firm is responsible to supply the store according to the Description and Specification as mentioned in the Tender Enquiry.
18. All the interested firms are required to submit the documentary evidence of their

## PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO. 0054/LP/CMC/54/P-F31-OCT-24

(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	

- professional, technical, financial, legal & managerial competency of bid evaluation.
- 19 In case of failure to supply the store within DP, LD will be imposed as per procedure.
- 20 PTC issued by Relevant Province must be provided.
- 21 Firms registered with Securities & Exchange Commission of Pakistan (SECP) will be preferred. However, such firms are required to provide/attach the registration certificate/evidence their of with the quotation for evaluation.
- 22 Un-registered firms provide 01x year bank statement.
- 23 Tender will be opened online in the presence of the bidders or his / their representative who may choose to be present.
- 24 NTN, PTC, SALE TAX REGISTERATION CERTIFICATE, ATL & UNDERTAKING MUST BE ATTACHED WITH THE QUOTATION.
- 25 Date of receipt of store in POFs will be considered as date of delivery.
- 26 ANY QUANTITY OF STORE, IF FOUND DEFECTIVE WILL ESSENTIALLY BE REPLACED BY THE SUPPLIERS FREE OF COST UNDER HIS OWN ARRANGEMENT

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