



POF 1262-A
(INDIGENOUS SUPPLIES)

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

To

M/s _____

Dear Sirs,

Reference : TENDER ENQUIRY NO. 0022/HOSP/LP/51 DATED 21-03-2022

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. Fax offer received before opening of Tender is acceptable. Please note the following instructions for filling the tender:-

1. SUBMISSION OF TENDER

- 1.1 Tenders will be opened at 1100 hours on 21-04-2022 in Bid Centre adjacent to Rabita Hall POF Wah Cantt. Tenders must reach this office on or before 1030 hours. 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: 0022/HOSP/LP/51 **DT.** 21-03-2022
Tender to be opened on: 21-04-2022
Address as follows:-
I/C CR SECTION C-04
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

- 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:-
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 open 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 tenders 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 despatch 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.

Free delivery at POF's hospital at **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 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 despatched 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 of T.E such offer shall be ignored.
- 2.12 The supplier will render necessary information regarding hazardous effects on environment of the material/products supplied by them, in their quotations and shipping/despatch documents.

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, the 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 / pay order in favour of: **Director Admin POF WAH CANTT.**

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 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 favour of:- **DY.COMMANDANT POF HOSPITAL WAH CANTT.**

5.2 Tenders received without Bid Money or CDR valuing less than prescribed limit of the Bid money will be rejected.

Bid Money of the unsuccessful tenderers will be returned as soon as the scrutiny of the tenders is completed. Bid Money of the successful tenderers will be retained until the contract is finalised. 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 Hospital may reject all bids or proposals at any time period to the acceptance of the 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 of 10% of the total value of contract, in the form of Deposit At Call Receipt from a scheduled Bank within 07 working days from issuance of LOI strictly. The performance Bond will be in favour of CMA(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; 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 cheques 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, 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

LT. COL. AMNA KHAN

DY. COMMANDANT

for PAKISTAN ORDNANCE FACTORIES

PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO. 0022/HOSP/LP/51

21-MAR-22**(1) FOR MATERIALS**

(1)	(2)	(3)	(4)	(5)	(6)
Item No.	Description with Specs. etc.	Manufacturer	Unit	Qty	Quoted Rate (Rs.)

Indent No. 0022/LP/HOSP/51 Dated 02-12-2021

001	AIR FRESHNER 300 ML (COBRA BLACK) Spec: QM	MOON LITE OR EQUIVALENT	TIN	1000	
002	BLADE (TREAT PLATINUM) PKT OF 10 NOS Spec: QM	TREET CORP PAK LTD OR EQUIVALENT	PKT	250	
003	BROOM SWEEPER Spec: QM	LOCAL	KG	900	
004	DETTOL (1 LITER BOTTLE) Spec: QM	RECKITT BENCKISER PAK LTD OR EQUIVALENT	BTL	100	
005	DETTOL SOAP 100 GM Spec: QM	RECKITT BENCKISER PAK LTD OR EQUIVALENT	NO	5000	
006	GLASS CLEANER/GLASS CLEANER 500 ML (GLINT) Spec: QM	ESC PAKISTAN/PERIDOT PRODUCTS OR EQUIVALENT	BTL	390	
007	HYGIENE TISSUE (ROSE PETAL) Spec: QM	ROSE PETAL OR EQUIVALENT	PKT	900	
008	INSECT KILLER SPRAY (COBRA) 300 ML Spec: QM	MOON LITE OR EQUIVALENT	TIN	280	
009	SHAVING CREAM/SHAVING CREAM 90 GRAMS (ADMIRAL) Spec: QM	TOUCHME/ADMIRAL OR EQUIVALENT	TUBE	50	
010	SHOPPING BAGS BEST QUALITY (LARGE SIZE) Spec: QM	LOCAL	KG	950	
011	SHOPPING BAGS BEST QUALITY (RED & BLUE COLOUR) Spec: QM	LOCAL	KG	730	
012	SHOPPING BAGS BEST QUALITY FOR SMALL DUST BINS Spec: QM	LOCAL	KG	630	
013	SOAP SAFE GUARD Spec: QM	PROCTER & GAMBLE OR EQUIVALENT	CAKE	3000	
014	SOOTER FOR POUCHARA Spec: QM	LOCAL	KG	750	
015	SWEEP 600 ML (ULTRA SOFT) Spec: QM	ROSE ENTERPRISE PAKISTAN OR EQUIVALENT	BTL	4560	

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SCHEDULE TO TENDER NO. 0022/HOSP/LP/51

21-MAR-22

(1)	(2)	(3)	(4)	(5)	(6)
Item No.	Description with Specs. etc.	Manufacturer	Unit	Qty	Quoted Rate (Rs.)
016	TISSUE PAPER (ROSE PETAL POP UP) (150 X 2 PLY) Spec: QM	ROSE PETAL OR EQUIVALENT	BOX	1700	
017	TOILET ROLL (ROSE PETAL) (MAXOB) Spec: QM	ROSE PETAL OR EQUIVALENT	ROLL	6600	
018	WHITE PHENYL 2.75 LTR (JOHNSON % JOHNSON) Spec: QM	GLOBAL VISION INDUSTRY OR EQUIVALENT	BTL	4300	

(2) For Plant & Machinery:
Specification:-

(3) **Special Conditions**

- 01 Only one rate should be quoted.
- 02 The delivered medicines/store which are subsequently found un-registered or nearing the expiry date at any stage during the currency of the contract, shall have to be replaced by the supplier at its own expense.
- 03 Quotation must remain valid for 90 days from commercial opening.
- 04 Samples be submitted if required by purchaser.
- 05 Each delivery challan must bear batch No, Date of manufacture and date of expiry of delivered Store alongwith mandatory information to Purchase Section.
- 06 Sales Tax Registration No. issued by Excise & Taxation Department must be given in quotation.
- 07 The supplier is responsible to deliver the medicines as and when required by the purchaser.
- 08 The supplies must be of fresh manufacture and must possess at least 85% to 90% of the labeled life on receipt by the consignee.
- 09 The supplier will make sure that the medicines/Store are not sub-standard and have prescribed life printed on packing. The medicines shall be delivered in original sealed packing/containers from the manufacturers.
- 10 The delivery is required immediately up to 01 months. The supplier will be bound to supply the store within said period. D.P will not be extended in any case.
- 11 Brand name must clearly be Mentioned against which the rate is quoted.
- 12 Supplier must assure the quality of items supplied. In case of any complaint from end user, the supplier will replace the item on his own expense.
- 13 Supplier provide authorized distribution letter of their manufacturer/ importer (notarized copy from related Embassy and rep must generate the original of same at the time of tender opening (Technical))
- 14 Only registered suppliers (with Sales Tax & Income Tax Deptt) who are on Active Taxpayer List (ATL) of FBR are eligible to supply goods/services to Government departments.
- 15 The payment to the registered persons may be linked with the active taxpayer status of the suppliers as per FBR database. If any registered suppliers is not in ATL his payment should be stopped till he mandatory returns and appears on ATL of FBR.
- 16 Firm should be registered with SECP (Securities & Exchange Commission of Pakistan) registration certificate be enclosed with T.E documents.
- 17 Exemption of sale tax has been withdrawn by Government, 17% sale tax will be liable to charge w.e.f .15-01.2022.

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21-MAR-22**(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, 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 _____