

303 Spares Depot EME
Lahore Cantonment
Tel : 042669935729
No 81201 / IT / EME
02 Jul 2026

To: M/S _____

Subject: **Tender Notice IT No 01 MLV & MTLV - PPRA RULES 42 (d) (iii) UN
MSN/ EMERGENT/ SPOT/ NEGOTIATED) FY 2024-25**

303 Spares Depot EME intends to purchase the items as mentioned in excel sheet attached to this letter, through "OPEN COMPETITIVE BIDDING" under the provision of rule 21 of PPRA Procurement Rules 2004, please

TERMS AND CONDITIONS OF THE TENDER

1. **Rate Requirements**

- a. Quoted rates must be valid upto **31 Dec 2027** from date of finalization of CST.
- b. Quoted rates must be inclusive of all the Government taxes i.e. **General Sales Tax, Income Tax and other** charges as applicable.
- c. Rates will be quoted for **brand new items/Re-condition Items** (if applicable).
- d. Country of origin and brand of the item quoted will be mentioned against each item like Japan, Pakistan and United Kingdom etcetera. **Quotations without country of origin / Brand will not be accepted.**
- e. Rates quoted will be applicable throughout the country. However transportation cost may be mentioned separately for regions other than Lahore Zone.
- f. Items mentioned in this IT will tentatively be procured for MLV & MTV None of the technical features should be offered as optional

Quotation Requirement

- a. Tech & Commercial offers shall be provided in accordance with "SINGLE STAGE – TWO ENVELOPES" procedure, as laid out in rule 36(b) of PPRA Procurement Rules 2004.
- b. Envelopes will be marked as "FINANCIAL PROPOSALS" and "TECHNICAL PROPOSALS" in bold and legible letters to avoid confusion. Both Technical and Commercial offers will be sealed in

single envelope at the time of submission of Tender documents. Bids with envelopes having incorrect or no marking will be disqualified.

- c. Soft copy of Commercial Offers should be provided separately in CD. Failure to do which may result into **disqualification of bid**.
 - d. The offers should be submitted strictly as per format given in tender documents and IT No. should be clearly mentioned on the envelope.
 - e. Technical offer should be submitted separately for each IT. A firm submitting 1 x technical offer to cover all the ITs, will be qualified only for 1 x IT and disqualified for other ITs.
 - f. No columns should be left blank in quotation; **NQ** should be written in the column for **ITEMS NOT BEING QUOTED**.
 - g. **CUTTING OR OVERWRITING** in the quotation makes it liable for rejection.
 - h. Please be careful while quoting the country of the origin as the sample/items must also comply to the origin mentioned in the quotations, otherwise your firm will be warned and will be liable for de-registration.
 - i. Technical Proposals will be opened on **17 Jul 26**.
 - j. Source of procurement/ documentary proof along with following documents should be enclosed in the **technical offer**:-
 - (1) **Covering ltr** of the firm (on firm's ltr head) intimating summary source of procurement.
 - (2) Proof of being **tax filer and FBR registration/ Professional Tax and GST**.
 - (3) **ITD approval letter** for quoted brand in TTBs.
 - (4) Certificate of **relevant experience and past performance**
-
- (1) Firms to provide Trade link upto the mfr (Genuine / OEM / OI cat).
 - (2) Proof of financial capacity (**Bank Statement should be provided last 1 year**) for handling bulk purchases.
 - (3) Stock level and location of ware house, which the TOB will verify.
 - (4) OEM / OPM Brands and COO will clearly be indicated against each quoted spare by the firms as part of tech Offers.
- k. Manufacturer/ authorized dealer will be preferred (Documents to prove manufacturer or authorized dealership to be provided).

- (1) **Specify area of specialty** as well as **brand**.
 - (2) **Import license/ documents** (in case of importers)
 - (3) **Tech brochure** and relevant data sheets.
 - (4) Original invoice Performa/quotation from the original equipment manufacturer.
 - (5) All documents submitted therein must be stamped and signed authorized representative of the firm.
 - (6) Trade-link provided by the firms should be shortest link to the manufacturer (Genuine / OEM / OPM).
 - (7) Cfm / verification of trade-link of participating firms be done via email.
 - (8) Samples of items must be provided before TOB for inspection. Samples mentioned in column "K" in same COO in column "I" at the time of Technical Opening of IT. In case of not provision of samples IT may be considered as rejected.
- l. Detailed tender documents may be obtained from 303 Spares Depot EME (Main Branch) and may also be downloaded from PPRA website.
 - m. **Bid Security:** Bid money amounting to Rs 1.00 Million will be furnished in CDR in the name of "Commandant 303 Spares Depot EME" by contact person concerned.
 - n. Any clarification / query regarding interpretation, understanding and/or fill of Tender Document may be sought from LPO 303 Spares Depot EME (Contact No.042-37174613).
 - o. Soft copy of Commercial offer shall be forwarded on email lpo303sdeme@yahoo.com.
 - p. 303 Spares Depot EME may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The depot shall upon request communicate, to any supplier or contractor who submitted a bid or proposal, the ground for its rejection of all bids or proposals, but will not be obliged to justify those grounds vide rule 33 and 34 of PPI Procurement Rules 2004.

Supply Requirements

- a. **Advance Samples** will be provided by the firms to assess the quality, technical feasibility and functionality of the item, when asked by buyer.
- b. The store(s) / item(s) to be supplied after the acceptance of advance sample should be exactly in accordance with the specifications of advance sample.
- c. Only **ITD approved brands** in TTB should be quoted.
- d. **Estimated delivery period** of the stores quoted must also be mentioned in quotations.

4. **Tender Opening**

Ser	IT No	Make and Type	Last Receiving Time	Openin Time
a	01	MLV & MTV FY 2026-27	1330 Hrs	1400 Hr

- a. Technical Proposals will be opened on **17 Jul 26** on timing mentioned above. Representatives of firms should attend opening of quotations along with the authority letters. Reps without authority letters will not be allowed to attend the tender opening.
- b. No quotation will be accepted after **due date and time**.
- c. Bid security and performance guarantee as per Public Procurement Regulatory Authority Regulations will be claimed, if deemed necessary.

5. **Registration**. Normally General Headquarters security wise cleared firms, registered with this installation or any other defense organization can participate in this tender inquiry. However if the bidder is not registered with 303 spares depot as per procedure in vogue, necessary registration modalities will have to be completed on priority by the Bid winner within ten days of the invitation tender opening date, otherwise t purchase order will be issued to the next lowest bidder registered with the 303 spares depot.

Special Instructions

- a. 303 Spares Depot Electrical and Mechanical Engineers will bear Responsibility for wrong quotation. Carefully study the specifications store(s)/ item(s) of this tender inquiry before quoting.
- b. Any omission due to misprinting, typing error, illegible quotations will liable to rejection of quotations.
7. **Failure and Termination**. Should the supplier fail to deliver the stores, any consignment thereof, within the period prescribed, then on the expiry t purchaser shall be entitled at his option to take either of the following actions:-
- a. **To cancel the contract and /or to purchase elsewhere** stores i delivered at the risk and expense of the supplier and without notice him. The supplier shall also be liable to **any loss which purchaser m**

sustain on this account but shall not be entitled to any gain repurchase.

- b. To make the supplier pay **liquidated damages** for the period of delay in supply upto the rate of 2% of the value but not less than 1% value unsupplied stores per month or part of a month for the period exceeding the original delivery period subject to the provision that the total liquidated damages thus liable will not exceed 10% of the total value of late delivered stores.
- c. If contract of the firm is cancelled at risk and expense then the late equivalent of their cancelled store, will be purchased **at risk and expense** of the concerned firm if the cancelled type/category is not available in the market. Similarly an item of contract on FOB (Imported) basis may be procured at risk and expenses of the firm on FOR (Indigenous) basis and vice-versa or FOR (Imported/Indigenous) on FOB basis in the interest of the state.

Note:-

- 1. Firms are required to collect detailed IT documents from LP Office 3 Spares Depot EME, after payment of IT Fee. Without payment of IT Fee quotation of firm will not be included in CST.
 - 2. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning all grievances, not later than 15 days, to Redressal of Grievances Committee, provided in rule 48 of PPRA Procurement Rules 2004.
-

with
ule

and
oid
1 a

ids
CD,
der
s.
irm
for
n in
to
the
in
to
ing
/ of
ax/

PM

for
ify.
ach
ove

ent

by

mfr

ail.

ion

e of

may

(LP

as

stor

ling

ME

nail

rior

est

bid

not

RA

ity,

er.

of

the

ig

rs

the

no
s of

be

or
the

not
to
lay

of

lay

e of

ing

otal

e of

est

.nd

are

OR

on

us)

03

ee,

fter

his

as