

304 Spares Depot Electrical
Mechanical Engineers
81204 - EME
Tel No. 065 - 2610537
07-Aug-2026

To: PPRA
Federal Bank for Co-operative
Building 1st Floor, Near SBP
Sector G-5/2, Islamabad

Subject: **Tender Inquiry No. 12/2026-27 (Misc B Vehs) Corrigendum**

Read all Instruction Carefully

- 1 304 Spares Depot EME Khanewal Cantt intends to purchase the items as mentioned in Annexure 'A' to this letter. Detailed itemized list be obtained from LP Office 304 Spares Depot EME Khanewal Cantt. Firms eager to participate should bring blank CD for collection of detailed tenders.

TERMS AND CONDITIONS OF THE TENDER

- 2 **Rates**
- a. **CST** will remain valid till 30 Jun 2027 Bid Validity (1 x Year). Depot will reserve the right to extend the validity of CST with info to all concerned as per existing rules of PPRA.
 - b. Quoted rates must be inclusive of all the Government taxes i.e. **GST, INCOME TAX, DUTY TAX AND OTHERS**
 - c. Rates will be quoted for brand new stores in required Country of Origin.
 - d. Rates will be quoted in Pak Rupees Only.
 - e. In case of machinery, equipment and capacity building items etc, the rates should include installation, training, commissioning, software update and all literature including part catalogues, owner / user manual and repair manuals.
 - f. **Quote all rates included in given list.**
- 3 **Quotations**
- a. As per PPRA Rule 36 (b), Single Stage two envelope bidding procedure will be followed.
 - b. Technical and Commercial offers will be submitted in separates envelopes. The envelope containing **1 x copies of Technical Offer** will be marked as **"TECHNICAL OFFER IT- 12/2026-27"** and the envelope containing **1x copy of Commercial Offer** (Both hard and soft copy in CD) will be marked as **"COMMERCIAL/FINANCIAL OFFER IT-12/2026-27"**. Both the envelopes i.e Commercial Offer and Technical Offer would be enclosed in yet another properly sealed envelope that will be marked with Tender Number and address of this office only. Tender fee bank draft of Rs 3000/- must be provided inside Technical Proposal envelop in respect of "Commandant 304 Spares Depot EME. Technical Proposal will not be entertained and rejected for which tender fee not provided.
 - c. No column should be left blank while filling the Technical and Commercial Offers, however **NQ** should be written in the rate column for items not being quoted.
 - d. **Quoted / Not Quoted list must be attached with technical offers.** Detail of Quoted / Not Quoted items also be submitted in CD with Technical Offers. Without Quoted / Not Quoted list (Technical Brochure) firm's offer will be considered as rejected on Technical Grounds.
 - e. **Firms to clearly mentioned "TOTAL NUMBER OF ITEMS QUOTED".**
 - f. Rates to be quoted on the format provided (Soft in excel format and hard copy) otherwise quotation will not be considered, **especially serial number of IT be strictly followed. No rate be quoted in technical offers.**
 - g. Only ITD Directorate, GHQ and HIT approved brands should be quoted in indigenous category.
 - h. No rate will be accepted through fax or any other electronic device / medium.
 - i. No quotation will be accepted after prescribe time under any circumstance.
 - j. Firm has to clearly mention the **Make & Type / Equipment** on letter head for which firm is participating in the tender unless offers will not be entertained.
 - k. **No quotation will be accepted without firm stamp on each page.**
- 4 **Technical and Commercial Offers Must Contain Following:-**
- a. Brands to be mentioned for spares of all countries of origin including Genuine/OEM and supporting documents / agency agreement to be provided.
 - b. In case of brands other than OEM/OPM, Local/Foreign sources of supplies must be mentioned with proof/trade link.
 - c. Proof of source of procurement for Genuine/OEM/OPM/other brand items will be provided with the Technical Offer and with delivery of stores including original invoice/shipping documents/bill of landing/contents of consignments etc.
 - d. Inspection of advance samples and supplies shall be carried out by Technical Oversight Board/HIT and bulk delivery must be done after approval of samples. Advance samples may be asked for certain items by TOB, whose rates may be provisionally accepted by Technical Oversight Board (TOB) during finalization of CST. However, order will be placed subject to acceptance of advance sample by TOB. CST will be finalized with remarks against items for which advance samples required by TOB "Provisionally rate accepted till approval of advance sample by TOB". Contractor will be responsible to get sample approved by TOB at his own expense and intimation to procurement agency for updation of record for final rate acceptance.
 - e. Original Performa invoice be attached with the commercial offer.
 - f. CD for complete technical offer comprising of following files in PDF format/hard copy:-
 - i. Principle Proforma invoice.
 - ii. 100% applicability certificate.
 - iii. Trader link between manufacturers as well as principal and local supplier.
 - iv. Firm registration with 304 Spares Depot EME Khanewal Cantt.
 - v. Confirmation regarding submission of tender sample

- vi. Special instruction compliance.
- vii. Complete tech offer.
- viii. Contact details i.e. e-mail address, phone/fax no and address of focal person, OEM/OPM/Manufacturer principal.
- g. Firm will also provide following in original (e-mail print out not be accepted) duly signed/attested:
 - i. Company documents.
 - ii. Financial Capability (Bank Statement).
 - iii. Firm details either is Manufacturer (Supplier/Contractor to provide industry detail/criteria), Stockiest (Supplier/Contractor to provide stock itemized detail withheld quantity, warehouse address/location, and picture clearly showing stock), Importer (Supplier/Contractor to provide import documents), Trader (Supplier/Contractor to provide trader link up to GEN/OEM/OPM/Manufacturer), Dealer (Supplier/Contractor to provide dealing agreement), Distributer, Agent and proof of the same in hard copy duly attached with technical offer.
 - iv. Proforma invoice with cat part no, nomenclature and drawing.
- h. Following information/document must be attached with offers:-
 - i. A copy of letter showing firm's financial capability.
 - ii. Registration / renewal letter / indexation / additional indexation letter.
 - iii. Income tax number be mentioned on the offer and copy of Registration Certificate issued by Sales Tax Department be attached (FBR Documents).
 - iv. Photo copy of Sales Registration / NTN Certificate.
 - v. Photo copy of CNIC of MD of the firm
 - vi. Photo copy of Bank Statement of last one year.
- i. Commercial Offers indicating the quoted prices in figures along with essential literature / brochure would be enclosed in an envelope. Following information will be clearly marked on the envelope.
 - i. Commercial Offer
 - ii. Tender Number
 - iii. Date of opening

5 **Restrictions**

- a. **CUTTING OT OVERWRITING** in the quotation make take it liable to rejection, therefore must be avoided.
- b. The purchaser retains the authority to **REJECT** any or all the quotations as per PPRA Rules.
- c. Non-Provision of Soft Data (CD) for Technical and Financial Offers will make firm liable for bid rejection/cancellation.
- d. **Withdrawal of Offer**
 - i. If the supplier/firm withdraws its offer within validity period, competent authorities may place such firm under embargo for a specific period, which may be extended up to one year.
 - ii. Moreover, after opening of commercial offer once rate has been accepted and communicated to firm, it will be taken as contractual binding on the firm. There is no option with the firm for rejection / withdrawal of firm's offer after acceptance of rates / offer by purchaser / Competent Purchase Authority.

6 **Disqualifications** Firms are liable to be rejected if:-

- a. There is any deviation from the General / Special / Technical Instructions.
- b. Offers are found conditional or incomplete in any respect.
- c. Manufacturer's relevant brochures and technical details on major equipment assemblies are not attached in support of specifications.
- d. Tender received later than appointed / fixed date and time.
- e. Offers (commercial/technical) containing non-initialed / unauthenticated amendments / correction / overwriting.
- f. Offer made through Fax / e-mail / Cable / Telex
- g. Non-provisioning of Softcopy / CDs for technical & commercial offers.

7 **Supply (Requirements)**

- a. Item(s) should be exactly in accordance with part numbers, nomenclature, specifications / samples. Purchase orders can be issued by a third party based on this IT. Items may be required to be delivered **anywhere in Pakistan** at the quoted rates.
- b. In case of machinery / equipment etc, the bid should include installation, training, commissioning, software update and all literature including part catalogues, owner / user manual and repair manuals.
- c. In the event of delay in delivery at Supplier's fault, the Supplier shall inform the purchaser before expiry of such delivery period giving reasons justification for it. 304 Spares Depot EME Khanewal Cantt shall have the right to take following actions:-
 - i. Cancel the Purchase Order, and / or.
 - ii. The purchaser's decision under this clause shall NOT be subjected to attribution.
- d. In case of Bulk Supply material sample test will be carried out by 304 Spares Depot EME Khanewal Cantt (where else applicable)

8 **Tender Opening**

- a. Sealed tender be addressed in the Name of "**Local Purchase Officer**" 304 Spares Depot EME Khanewal Cantt.
- b. Quotations must be dropped in the tender box before **11:00 hours on 13 Aug 2026**.

c. **Technical Offers** will be opened at **11:30 hours on 13 Aug 2026**.

d. Technical offer without prices will be opened on the tender opening and will be sent for technical scrutiny. Commercial offer of only those firms will be opened whose technical offer would have been accepted by technical authorities. Date of opening for commercial offer would be intimated to the firms in advance. Commercial offer of the firm, whose technical offer have been rejected, will be returned unopened.

9 **Important Notes**

a. **Bid Security.** 304 Spares Depot EME Khanewal Cantt may require the bidders to furnish a fixed amount of bid security **0.5 Mn** by the depot/TOB. Bid Security must be submitted as CDR in the name of **"Commandant 304 Spares Depot EME Khanewal Cantt"**.

b. **Pending Deliveries.** Any firm having pending delivery of any **Financial Years** will not be allowed to participate,

c. False / wrong rates quoted in the IT will be penalized by omitting complete rates in CST of said firm and seizure of bid security.

d. Firm will adhere special instructions issued / attached with IT.

e. Firm is liable to provide proof of payment (receipt) received / duly counter signed by regional dealer / OEM / OPM (from whom stores have been imported).

f. **Import Documents.** During bulk delivery of imported items, submission of import documents to 304 Spares Depot EME Khanewal Cantt is mandatory and stores will not be accepted without these documents.

g. **Only ITD approved firms may participate for filters. ITD approval letter be submitted with technical offers. In case of firms other than manufacturer will provide trade link/source of filters along with sample duly tested and accepted by ITD Directorate for acceptance of Technical Offers.**

h. Firms not approved by ITD Directorate will only be considered on acceptance of sample by ITD before commercial opening. Moreover, fitment test and acceptance of TOB will also be pre-requisite before commercial opening.

i. GHQ security wise cleared firms which are registered with this installation or any other Defense Organization can participate in this tender inquiry. However, if the bidder is not registered with 304 Spares Depot EME Khanewal Cantt as per procedure in vogue, necessary registration modalities will have to be completed on priority within ten days of the invitation tender opening date.

j. The acceptance of the said spares will be subject to form, fitness and functional test from competent inspection authorities.

k. Provision of copy of AGENCY AGREEMENT is necessary in order to prove that the firm is capable of providing requisite spares from its principal. Any cost required for confirmation of capability of 'Principal' will be borne by the firm. Any quotation against imported items without providing a copy of AGENCY AGREEMENT will be rejected.

l. Part number, mentioned in the tender document are standard part numbers of Pakistan Army however any change in part number / correction may be mentioned in bracket at the end of required part number along with documentary proof e.g. copy of part catalogue / part no revision document etc.

m. Qualified firms will be issued repeat orders, throughout the validity period of this IT. Firms will be required to supply to ordered stores within delivery period mentioned on the purchase order.

n. That procuring agency retains the right to reject a "Bid". Any "Redressal of Grievance by Contractor" shall be submitted with 15 x days as per PPRA Rule 48.

o. **The procuring agency shall disqualify a supplier or contractor if it finds, at any stage / time, that the information provided / submitted by him concerning his qualification as supplier or contractor was false/fake/forged and materially inaccurate or incomplete and the case be initiated for backlisting of that supplier / contractor.**

10 **Special TOR instructed by GHQ EME Directorate**

a. Firms to provide Trade link upto the manufacturer (Gen/OEM/OPM/Category)

b. Performa invoice from manufacturer to foreign principle and principle to local firm will be provided (Gen/OEM/OPM/Category)

c. OEM / OPM Brand and COO will clearly be indicated against each quoted spare by firm as part of Technical Offers.

d. Credibility / Capacity of firm along with previous experience in relevant field be verified along with the technical offer (Account Details, Stocking facility, earnest money etc).

e. Advance samples will be provided by qualifying firms.

f. Delivery time must clearly be specified by firm along with technical offers.

SPECIAL NOTE:

a. **In order to facilitate subsequent conclusion of "Package Deal", will be carried out for procurement of Engine kits and all other systems of vehicles where req/ deemed necessary.**

b. **Suppliers / Contractors must complete the package given by the procuring agency in all aspects / ensure delivery of complete spares / order within due time.**

11 **Warning**

a. Tender documents and its conditions may please be read point by point and understood properly before quoting. All tender conditions should be responded clearly. In case of any deviation due to non acceptance of tender condition(s), the same should be highlighted along with your changed offer/conditions. Tender may however be liable to rejection due to non acceptance of any one or more conditions outlined in this IT.

b. Quotations to be deposited duly signed / stamped on each page along with covering letter on letter pad of the firm before time submission mentioned.

c. Quotations will not be accepted without soft copy (in excel format) on CD,

d. Respective procurement agency reserve full rights to accept or reject any or all offers including the lowest, after assigning grounds for its rejection and upon request, the ground of rejection shall be communicated to supplier/contractor who submit the offer.

e. All the matters connected with this enquiry and subsequent actions arising there come from within the scope of the official documents and stores concerned with the enquiry and to limit the number of your employees having access to this information.

f. Only authorized representative of the firm will be allowed to attend the tender opening proceedings.

g. For any clarification, contact Local Purchase Officer of 304 Spares Depot EME Khanewal Cantt during working hours at **Unit Ph no.065-2610537 (From 08:00 AM to 03:00 PM)**

Commandant