POF 1262-A
(INDIGENOUS SUPPLIES)

Government of Pakistan
PAKISTAN ORDNANCE FACTORIES
TENDER ENQUIRY

To M/s _____

Dear Sirs,

Reference : TENDER ENQUIRY NO. **0035/LP/SJL/57** DATED **16-SEP-26**

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

Tenders will be opened at 12:00 hours on 26-11-2026 at Bid Centre adjacent to Rabita Hall, POf Wah Cantt. Quotation must be submitted electronically on www.ebidding.pof.gov.pk 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: **0035/LP/SJL/57**
Tender to be opened on: **26-NOV-26**
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 27 (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.

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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 **SANJWAL**
In this case Octroi duty, will be payable by the supplier.

2.8 Taxes and Duties etc. where applicable, must be shown separately, quoting refrences to Registration No. in cases of Sales Tax and relevent 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 Proffessional Tax payable by him" offers recieved 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-PPC POF SANJWAL

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 - 2% of quoted value subject to the maximum ceiling of Rs. 0.5 Mn.

b. Registered/un-indexed firms - 3% of quoted value subject to the maximum ceiling of Rs. 0.75 Mn.

c. Unregistered 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.

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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 circumantances 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,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 removed from the approved list.

Yours faithfully

AHMER ABDUL WAHAB
MANAGER PURCHASE
for PAKISTAN ORDNANCE FACTORIES

POF 1262-A

PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER NO. 0035/LP/SJL/57 16-SEP-26

(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
					In Figures	In Words	
1	IMMITATION LEATHER BOARD 122CM X 70CM X 2 MM THICK SPEC: DEF-41A D-30/122MM/SA-1 & AA-3013-SA	SHEET	2900				

Total Rs =	
+ GST =	
Total value Rs =	

(2) For Plant & Machinery:
Specification:-

(3)**Special Conditions**

1.Un- Registered Firm will provide 01 x year Bank statement.

2.Soft copy of Tender Fee & Bid Money (without mentioning amount) in quotation.

3.Firm will attach PTC,NTN,ATL and undertaking of T.E duly signed and stamped with tech. quotation.

4.Firm will provide proof of depositing of stamp duty 0.25% of total contracted value at the time of submission of bill.

5. Delivery period for supply of store is 03 months after placement of contract.

6. New participants/bidders are obligatory/ to forward necessary credentials of their firm showing/elaborating details of their business with Govt/Semi Govt. & public sector organizations/departments of Pakistan along with their quotation.

7. Store must be brand new, from current year production and from OEM.

8. Undertaking of T.E schedule may be returned duly signed & stamped along with the quotation.

9. Only one rate should be quoted against Description of Store on the Tender Schedule.

10. Quotation not accompanied with Bid Money & Tender Fee will be ignored.

11. In case of registration with POFs, registration certificate may be enclosed.

12.The firm is responsible to supply the store according to the Description and Specification as mentioned in the Tender Enquiry.

13. In case of failure to supply the store within DP, LD will be imposed as per procedure.

14. Supplier must quote only one rate for each item it must be clearly stated whether the quotes rates are include or exclude taxes, if not then quoted rates will be considered inclusive of all taxes.

15. All participants must provide an authorization certificate to their representative for participating in the tender opening.

16. POF reserve the right to withdraw the demand at anytime without any prior intimation to the supplier/participant.

17 .Any firm who is participating 1st time, firm will responsible to submit advance sample for function trial.

18. Firm will provide shelf life TE`s store.

19. The store will be inspected by the I of Armts Rwp or an authorized representative.

20. The Store should be securly packed and suitable treated to with stand tropical climate and transit hazards enroutes by Sea, Rail, road or Air.

21. Offers with Bid Money less than 50% of the required amount will be rejected straightaway. Remaining amount (above 50%) must be submitted within 10 days, otherwise offer will be rejected.

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SCHEDULE TO TENDER NO. 0035/LP/SJL/57 16-SEP-26

(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
					In Figures	In Words	

22. POF Sanjwal Management reserve the right to discourage the offers of suppliers with Poor/Unsatisfactory performance (Sub/Standard/Delayed supplies and non responsive behavior) against previously awarded contracts.

23. Offers of firms with credible past performance with POFs will be given due consideration.

24. Supplier's Capability Performa is mandatory for the new entrant firms/quoting the store for first time to submit alongwith undertaking with the technical offer. POFs reserves the right to reject offers without requisite information.

25. Public Sector Organizations / POF subsidiaries may be exempted from Supplier Capability Performa. However, POFs may require the same from existing suppliers where considered necessary based on value, nature or risk of procurement.

26. Proof of successful completion of contract of same/similar nature &/or comparable value store to any government organization may be attached (if any) and will be given extra weightage at time of evaluation of offers.

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 _____

PAKISTAN ORDNANCE FACTORIES

SUPPLIER`S CAPABILITY

1. NAME OF THE FIRM: _____

2. ADDRESS: _____

_____

2.1- Tele No: _____

2.2- Fax No: _____

2.3- Email Address _____

3. CHECK ONE BOX

PUBLIC LTD ☐ PRIVATE LTD PARTNERSHIP ☐ SOLE PROPRIETORSHIP ☐

3.1- Established Since: _____

4. BRANCHES, IF ANY: _____

5. THEIR ADDRESSES: _____

6. CAPACITY:

Manufacturer ☐ Stockist ☐ Authorized Dealer/Distributor ☐ Agent to Foreign Firm ☐
Importer ☐

7. IF MANUFACTURER, PROVIDE FOLLOWING:

7.1- Range of Products Manufactured: _____

_____

_____

7.2- Inspection/Quality Assurance Facilities: _____

_____

7.3- Iso-9000 Certified ☐ If So Attach Proof Documents (in hard form)

7.4 Certificate of Registration Under Factories Act 1934 (attach in hard form) ☐

8. IF STOCKIST, PROVIDE FOLLOWING:

8.1- Details of Stocks Held (List of Items): - _____

_____

_____

8.2- Approx. Stock Value _____

8.3- Location of Stocks: _____

_____

9. IF AUTHORIZED DEALER/DISTRIBUTOR, PROVIDE FOLLOWING (in Hard Form):
9.1- Authenticated copies of dealership / distribution certificate issued by OEMs

10. IF AGENT TO FOREIGN FIRM, PROVIDE FOLLOWING (in Hard Form):
10.1- Agency Agreement of Foreign Principal(s) (Valid for 3 to 5 years)

11. IF IMPORTER, ATTACH FOLLOWING (in Hard Form):
11.1- Bill of Lading of Import of Same / Similar Nature Store
11.2- GD (Good's Declaration) in Name of Supplier for Same / Similar Store

12. FINANCIAL CAPABILITIES (Please attach proof in Soft & Hard Form)
12.1- ATTACH FOLLOWING AUDITED DOCUMENTS (Last Year):

Banker's Certificate / Letter of Credit Commitment ☐ Bank Statement ☐

13. We hereby certify that our current financial commitments will not adversely affect the future commitments ☐

14. We hereby certify that sufficient working capital resources or banking facilities ara available to meet contracting obligations ☐