

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

To

Dear Sirs,

Reference: TENDER ENQUIRY NO. **4145-EM (Svc & Maint.)-26(01)-LP-PUR-HOSP.**
DATED 29.07.2026. You are requested to submit quotation for Svc & Maint. of Modular
Operation Theatre (MOTS) as per Schedule to the Tender. Offer should be sent duly
sealed in an envelope. Please note the following instructions for filling the tender:

1. SUBMISSION OF TENDER

- 1.1 **TENDERS WILL BE OPENED AT 1000 HOURS ON 27 AUGUST 2026
IN BID CENTER ADJACENT TO RABITA HALL POF WAH CANTT AND
MUST REACH BID CENTER ON OR BEFORE 0930 HOURS ON
DUE DATE.** 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: **4145-EM (Svc & Maint.)-26(01)-LP-PUR-HOSP**

Tender to be opened on: **27 AUGUST 2026 AT 10:00 Hrs**

The Bids received **by Post** will endorse following address:

Bid Center Adjacent to Rabita Hall POF Wah Cantt

In addition to it, the bids **By Hand** "will also be received in the **Bid Center
till 30 mints before the time of Bid opening. No Bid will be received in
POF Hospital.**

Tender in favour of: **DY. COMMNADANT-POF-HOSPITAL
POF WAH CANTT (PAKISTAN)**

- 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 opening of commercial 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 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 _____
In this case Octroi duty will be payable by the supplier.
- 2.8 Taxes and Duties etc. where applicable, must be shown separately, quoting reference to Registration No. in cases of Sales Tax and relevant authority in the case of others. Offer 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 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 ignore
- 2.12 Suppliers will render necessary information regarding hazardous effects on environment, of the materials/products supplied by them, in their quotations and shipping/dispatch 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, 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 by means of a crossed postal order/pay order for Rs 500/- in favour of Director Admin POFs Wah Cantt. Tender fee may be placed in sealed separate envelop and must be attached with ✓ Tech. Quotation.

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

Bid Money as per following detail, 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.**

5.1 Registered / indexed firms incl foreign firms - 2% of quoted value subject to max ceiling of Rs. 0.50 M.

5.2 Registered / un-indexed firms incl foreign firms - 03% of quoted value subject to max ceiling of Rs. 0.75 M.

5.3 Unregistered Firms incl foreign firms - 5% of quoted value subject to max ceiling of Rs. 1.00 M.

5.4 Govt. organization/ production units/state owned enterprises/ welfare projects of Svcs HQ - Rs. 0.50 M.

5.5 Earnest money will be returned to un-successful (less first three lowest quotee firms) bidders on opening of commercial offer.

5.6 Earnest / bid money will be returned to successful bidder on submission of unconditional BG/CDR.

- ✓ 5.7 Bid Money/Earnest money may be placed in sealed separate envelop, which must be attached with commercial offer.

6. ACCEPTANCE OF OFFERS

6.1 The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.

6.2 Procuring agency shall incur no liability, solely by virtue of its invoking sub-rule (1.1) towards suppliers or contractors who have submitted bids or proposals.

6.3 Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals

6.2 PERFORMANCE BOND

(a) The successful bidders shall provide Performance Guarantee which shall not exceed 10% of the contract amount in form of **Unconditional Bank Guarantee / CDR** 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 the 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. If the 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

a.

CMA (POF) Wah Cantt will make payment on quarterly basis through crossed cheque on submission of following documents;

(a). Pre-Receipted Contractor's Bill in triplicate duly completed

(b) Professional Tax Certificate of Punjab Province for CFY duly attested by Gazetted Officer (c). Copy of accepted contract duly signed and stamped by the firm (d) Original Sales Tax Invoice along with 01 attested copy (e) NTN Certificate (duly attested by Gazetted Officer) (f) ATL (Active Tax Payer List) of FBR (g) Part Supply / Part Payment is allowed.
(h) Satisfactory performance report to be submitted by Manager E.M deptt in triplicate duly countersigned by End user of the Machine.

- b. 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 authorized in writing by POFs to receive it.

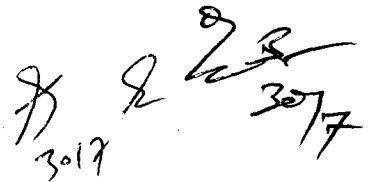
Please return the Schedule to the Tender duly signed by the specified date, along with the specifications drawings etc. if any, enclosed herewith - even if you are unable to quote.

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 be liable to remove from the approved list.

Yours faithfully,



Dy Commandant POF Hospital
for PAKISTAN ORDNANCE FACTORIES



30/7

PAKISTAN ORDNANCE FACTORIES

SCHEDULE TO TENDER ENQUIRY NO.4145-EM (Svc & Maint)-26(01)-LP-PUR-HOSP DATE 29-07-2026.

Item No	Description with Spec etc.	Unit	Qty.	Price Figure	Price in Words	Delivery Date
1.	Service & Maintenance Contract of Modular Operation Theatre (MOT) of POF Hospital <u>CONTRACT PERIOD:</u> The total tenure of Service & maintenance contract (without parts) is for <u>TWO YEARS</u> from the date of commencing of the contract. <u>Scope of work:</u> (Attached as Annexure-A)	No.	04			Service required as per scope of work (Attached)

(1) **SPECIAL CONDITIONS.**

- i. Only registered suppliers (with sales tax and income tax deptts) who are on active taxpayer list (ATL) of FBR are eligible to supply goods, services to government department.
- ii. The payment to registered person may be linked with the active taxpayer status of the supplier as per FBR data base. If any registered supplier is not active on ATL, his payment should be stopped till the mandatory returns and appears on ATL of FBR.
- iii. Supplier will ensure to provide documentary evidence at the time of payment that stamp duty @ 0.25% of total value of contract has been paid.
- iv. Firm should be registered with SECP (Securities & Exchange Commission of Pakistan). Registration Certificate to this effect be enclosed with T.E documents.

(2) **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 in the shape of unconditional Bank Guarantee/CDR 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

**TERMS & CONDITIONS FOR SERVICE & MAINTENANCE CONTRACT OF MODULAR
OPERATION THEATRE (MOT) (QTY: 04 NOS.) WITHOUT PART**

Sr. #	Scope of Work	Qty
1.	<u>Service & Maintenance Contract of Modular Operation Theatre (MOT) of POF Hospital</u>	04 Nos.
2.	<u>CONTRACT PERIOD:</u> The total tenure of Service & maintenance contract (without parts) is for <u>TWO YEARS</u> from the date of commencing of the contract.	
3.	<u>SCOPE OF WORK</u> i. Installation of M/s Infimed Sp, Poland includes all of the following: a. Surgeon control panel b. Modular wall panels c. Electrical OT doors + hinged doors ii. Installations of M/s Robatherm, Germany: a. HVAC & Chillers b. Laminar air flow (M/s MANN & HUMMEL VOKES, AUSTRIA) iii. Installations of KARL Storz & KARL Leibinger Medizin technik, Germany: a. Surgical pendants & OT lights b. Nurse workstations & OPERA c. Monitors for OR, corridor & spring arm d. Anesthesia machines Note: All items / equipment installed as per modular OT contract. iv. During the contract period, a dedicated experienced technical resource person shall be placed at site (POF Hospital OT) solely for the purpose of service and maintenance, till closing hours on daily basis. v. The Engineer will be responsible for the service and maintenance of machines installed in MOTs, ensuring their continued functionality and performance. vi. Remote support of all third party equipment be ensured for minor troubleshooting (if required). vii. All maintenance work will follow standard operating procedures (SOPs) and manufacturer-recommended guidelines. viii. Detailed Preventive Maintenance on quarterly basis will be conducted four (04) times during the contract period.	
4.	<u>COMPANY'S RESPONSIBILITIES:</u> i. Firm will provide list of all trained engineers of MOTs (engineers certificate and degrees will be attached). ii. Company shall bound to inform / intimate POF Hospital about the current status of MOTs (any issue to be highlighted quarterly during PPM of contract period.) iii. Workshop setup of firm will be verified by nominated team of POFs Hospital. iv. Company shall provide details of each parts being replaced along with complaint/error log reports.	



	v. In case of emergency, firm's technical staff will respond within 24 hours and visit POF Hospital as many times as required under their own arrangement and ensure the completion of job. vi. Service contract includes the cost of all above firm's labor charges, hand tools, engineer's visits and transportation. vii. All filters cleaning schedule be included and followed on monthly basis. viii. All Anesthesia machines self-test, daily maintenance be included & general maintenance on weekly basis. ix. All kind of software support shall be inclusive of offer. x. Fumigation / fogging of Modular OTs including dirty corridors shall also be included in the contract on Bi-Annual (Six-months) basis. xi. Support on locally available minor parts + software & licenses shall also be included xii. Air quality (particle count) reports shall also be conducted on bi-annually to ensure infection free environment. xiii. Comprehensive chiller maintenance be done twice (bi-annually) by third party experts of Chiller during SLA period.	
5.	<u>DOWN TIME:</u> a. Downtime is defined as the time / period when surgeries are not performed in MOTs. Total downtime (in days) shall be added in service contract period and shall be extended accordingly. b. Uptime shall be measured in days after deduction of downtime in days by calculating with following formula: i. $365 - \text{downtime (in days)}$ c. Firm has to guarantee an uptime of 90 %. d. Downtime shall not account due to failure & unavailability of major parts.	

Annex-B

BID EVALUATION CRITERIA

Sr.#	Parameters	Detail	Remarks
i.	Market experience in quoted items	• Above 5 years • 3-5 Yrs • 1-2 Yrs	
ii.	OEMs (Already mentioned as per Annex-A) support (software & hardware) for major installation is required for troubleshooting & maintenance.	Documentary evidence	
iii.	Technical expertise on OEMs (Already mentioned as per Annex-A) equipment repair, service & maintenance is mandatory.	Documentary evidence	

8

iv.	Past Performance	Major Institution served: • Above 10 • 8 to 10 • 5 to 7 • 2 to 4 • 1 • No institution served	
v.	Credibility and certification	• Valid DRAP Certificate • Valid ISO Certificate • Any other relevant certification	
vi.	Financial Status	Documentary Evidence	
vii.	Technical Staff (List of factory trained engineers/staff)	Data of Technical staff	