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503 Aviation Base Workshop
Electrical & Mechanical Engineers
Dhamial Camp Rawalpindi
Telephone : Military : 561-31899
Case Number : 81201 / EME/1
03 September 2019

To: Mr. Rizwan Mehmood (Assistant Director-II)
Public Procurement Regulatory Authority
(Cabinet Division) Govt of Pakistan
Federal Bank for Co-operative Buildings,
1st Floor Sector G-5/2, Islamabad

Subject: **Local Purchase of Aviation Stores**

503 Aviation Base Workshop (EME) Rwp intends to purchase the item as mentioned in Anx 'A' to this letter please.

TERMS AND CONDITIONS OF THE TENDER

1. **Rates**

- a. Quoted rates must be valid up to 30 Jun 2020
- b. After the acceptance of quoted rates which will be accepted valid till 30 Jun 2020 as mentioned above, no change in rates will be accepted till the validity period, otherwise requisite disciplinary action will be taken.
- c. Quoted rates must be inclusive of all the Govt taxes i.e **GST, Income Tax and other etc.**
- d. Quotation will be addressed to Commandant , 503 Aviation Base Workshop (EME) Dhamial Rawalpindi with following information on the envelopes:-
 - (i) Word 'Quotation' on top.
 - (ii) Date and time of opening with IT no & date under the word Quotation.
 - (iii) **Rate will be quoted for brand new items only.**
 - (iv) Any other quotation or irrelevant document should not be placed in the same envelope.

2. **Quotations.** No columns should be left blank in quotation, however, NQ should be written in column for ITEMS NOT BEING QUOTED.

- a. **Technical Offer:** It shall contain all relevant specifications in a separate envelope and clearly marked Technical Offer without prices, tender number and date of opening.
- b. **Commercial Offer:** It shall indicate prices quoted in figures as well as in words, alongwith essential literature / brochure and clearly marked on face of a separate envelope Commercial Offer with prices, tender number and date of opening.
- c. Both the Envelopes of Commercial and Technical offers should be enclosed in one cover, properly sealed and bear the address of 503 Aviation Base Workshop EME Dhamial Camp Rawalpindi with tender number and opening date.
- d. Both Technical and Commercial offer will be opened on the due time and date.

3. **Restrictions.**

- a. Quotation must be typed or printed. CUTTING OR OVERWRITING and HAND WRITTEN RATE in the quotation makes it liable to rejection, same may be avoided.

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- b. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

4. **Supply Requirements**

- a. The store (s)/items (s) should be exactly in accordance with the specification / samples.
- b. Shelf life items will be supplied with at least 70% of the remaining life otherwise the items will be rejected.
- c. Sample may be demanded from the firms to assess the quality, technical feasibility and functionality of the items. In case if they found quality, doubtful source or technical unsuitable. The quoted will be rejected.

5. **Tender Opening**

- a. Quotation must be dropped in the tender box of 503 Base Work Shop at **1100 hrs on 18 September 2019.**
- b. The tender will be opened on at **1130 hrs on 18 September 2019**
- c. No Quotation will be accepted after due date and time.

6. **Important Note**

- a. The firm has to provide the custom documents and bill of lading if required.
- b. Please mention delivery period while quoting the rates. Other wise quotation will not be accepted.
- c. Only GHQ security wise cleared firms, registered with this installation or any other defence Organization can participate in this tender inquiry and will also provide the confirmation letter / MI Dte clearance letter along with application for registration with 503 Aviation Base Workshop (EME) Dhamial.
- d. Any breach of contract will render the firm liable to disciplinary action.
- e. Purchase quantity can be increased or decreased. Hence all firms should mention MOQ rate clearly.
- f. Rates for each item should be given separately.
- g. Purchase will be made in phases in FY 2019/20.
- h. The firm will provide authenticated source of supply of the item. **Firm will also provide shipping documents copy of Air way bills for all imported items (where applicable).**
- i. If the firm is facing difficulty in identification of the items for quoting its price due to non availability of book references etc, the respective firm may approach this workshop so that required items can be physically shown or some photograph/ technical specifications can arranged.
- j. Sample may be provided within three days after opening of tender.
- k. Each bid should accompany 2% (not exceeding as amount of Rs 200,000/-) of the bid amount of items as earnest money in the shape of PAY ORDER/BANK DRAFT in the name of commandant 503 Aviation Base Workshop (EME) Dhamial otherwise the tender will be rejected. **Tender w/out earnest money will not be entertained.**
- l. **Tender fee amounting to Rs 3000/- per tender will also be enclosed with quotation; with out fee no quotation will be entertained.**
- m. **Firm must mention item Brand, Specification and Country of Origin otherwise quote will be rejected.**
- n. **Time lapse of supply must be given.**

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