

To: M/s _____
Subj: **Tender Inquiry**

1. You are requested to please forward your offer for the following:-

| Ser | Indent No / Shop & date | Ser | Items | A/U | Qty | IT No | Country of Origin | Remarks |
|-----|---|-----|--------------------------|-----|-----|--------|---------------------------|---------|
| 1. | Indent no 210 dt 15 May 24 Shop-4 Maint Br (D) | 1 | Portable Shredder EB 500 | Nos | 01 | IT-651 | China or Equivalent | |

INSTRUCTION TO BIDDERS ON SUBMISSION OF BIDDING DOCUMENTS

- Rates will be quoted on FOR Taxila Cantt basis. Offer best competitive price” **MOST ADVANTAGEOUS BID ON LEAST COST METHOD**” while submitting your quotation.
- Over writing/incomplete/unstamped and cutting of any nature in the quotation will not be accepted /entertained.
- Do not quote more than one brand or any other items except our demand; no action will be taken if received.
- Bidding Process (**Single Stage-Two Envelope**)
- (a). **Each IT may be quoted separately (With PART-I and PART-II)**
- (b). **Part-I and Part-II** quotation will be enclosed in separate sealed envelopes for each inquiry. For identification purpose, the words “**TECHNICAL QUOTATION (PART-I) WITHOUT PRICE** and **COMMERCIAL QUOTATION (PART-II) WITH PRICE**” Shall Be Written in **CAPITAL LETTERS** on the respective sealed. Envelopes which will be placed in a large each bearing complete detail of the tender inquiry. Forward your quotation not later than **03 Jun 2024 at 1100 hrs.**

BID ENVELOPE FORMAT

TENDER INQUIRY NO. 8600/ IT-651 / Proc-D dated 17 May 2024.
TO BE OPENED ON **03 Jun 2024 at 11:30 hrs.**
To: DAD Procurement DESCOM (Factory)
HEAVY INDUSTRIES TAXILA, Taxila Cantt
FROM MS _____

TECHNICAL QUOTATION FORMAT

| S/No | Nomenclature / Description | A/U | Qty | (xxxx) |
|------|----------------------------|-----|-----|--------|
|------|----------------------------|-----|-----|--------|

COMMERCIAL QUOTATION FORMAT

| S/No | Nomenclature / Description | A/U | Qty | Unit Price With GST |
|------|----------------------------|-----|-----|---------------------|
|------|----------------------------|-----|-----|---------------------|

7. The date of **Opening of bids** and the last date for the submission of bids shall be the same. Bids shall be opened at the time **03 Jun 2024 at 11:30 hrs.** The bids shall be opened at least thirty minutes after the deadline for submission of bids/Quotation (as per PPRA Rule-28 i)

(a) **GST & NTN should be mentioned on Technical, Commercial quotation, Otherwise offer will be ignored / Rejected by the CA.**

Delivery of Tender

8. The Tender / bid will be enclosed in a sealed envelope which will invariable marked with 'Bid against Tender Inquiry and Complete address. The Tender if brought by hand, will be handed over to security staff on duty at HRF (T) Gate-1 for placing the same in the bid box (Proc Sec DESCOM Factory). The bid will not be brought by hand by any firm while visiting the office of DAD Proc. Moreover if required endorsement are found missing, the bid will be liable for rejection.

General Conditions

- All clauses/terms mentioned in this inquiry will be considered accepted by the firm in case no reference to them is given in the offer.
- Info Tender fee** in the shape of cash / **Postal Order for Rs.1000/- (Rupees One Thousand)** valid as per Postal Order reverse side instructions ser-3 in favour of Managing Director, HIT Taxila Cantt will invariably be enclosed with the **technical quotation** against each tender inquiry separately, failing which the quotation will be rejected.
- Firms are instructed not to send Telex and Fax quotations. Such quotations/offers will not be accepted.
- Suitable sample free of cost where called for will be supplied by the firm free of cost.**
- HIT reserves its right to cancel the bidding process with reason but without any obligation to justify such a reason.
- The stores are required to be delivered at Taxila Cantt (HIT DESCOM Factory) within contract period from the date of signing the contract.
- Offered price quoted **must be final** and inclusive of all Taxes, packing, handling charges, Installation & Commissioning charges if required.
- Offers must remain valid for **90 days** from the date of opening of the tender. In case of validity of offer not defined / less than 90 days by the firm, then offer will be considered validity **90 days** by this org.
- This inquiry may not be taken as an indication of subsequent supply order and does not in any way commit HIT to purchase the items offered.
- Warranty period will be **one year** from the date of issuance of CRV of the stores.
- In case of failure to supply the stores/machine items within stipulated period **liquidated damages** at following rate of % against total contract value amount (1% for first 21 days and 2% after that not exceeding to max value of 10% value of goods).
- HIT reserves the right to increase/decrease the quantity of items, placed on the tender without any reference to the firm.

21. The net offered price must be inclusive of all / taxes as imposed by Government of Pakistan. The offers without mentioning of any taxes will be **considered inclusive** of taxes as imposed by govt of Pakistan against **store / services**.
22. In case of any dispute regarding the terms and conditions and the quality of stores, the decision of the Chairman HIT will be considered as final and binding on the suppliers/firms.
23. In case your firm fails to execute the order within the stipulated time and does not materialize the supply of ordered stores, the supply order/contract will be cancelled at your **Risk and Expense**. Expense expenditure incurred on the repurchase of offered stores will be recovered from your firm under existing procedures.
24. Inspection of the stores will be carried out at HIT Taxila Cantt.
25. If the store does not fulfill the tender requirements/standard specifications after being **LOWEST** then the **next lowest offer** will be considered. HIT may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The HIT shall upon Request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposal, but is not required to justify those grounds.
26. **Conditional offers will not be accepted.**
27. In case of **electrical and electronics** equipment warranty period may also be mentioned in technical quotation irrespective of prices (otherwise warranty period will be consider 1x year).
28. In case you do not wish to quote the rates please return the tender documents duly signed and stamped at your earliest.
29. Firms having excellent past record of supply / experience with DESCOM Factory as far as quality and timely provision of store is concerned will be given preference.

COUNTRY OF ORIGIN

30. All countries except India, Israel and Taiwan.

Deposit of 5% Performance Bank Guarantee (BGs Against Contract till Warranty Period)

31. The successful bidder shall furnish a (5% for Registered firms in HIT) Bank Guarantee within one month from the date of signing of the contract from scheduled bank in Pakistan against the total value of contract excluding Taxes / duties in the shape of CMA HIT Taxila Cantt. This Bank Guarantee must remain valid for 12 x months after the store are put in operation. BG will be released after completion of warranty period of store .i.e One year (Min).

TERMS OF PAYMENT

32. Payment will be made by the CMA (HIT) Taxila Cantt against pre-receipted bill (duly affixed with revenue stamp) along with professional tax certificate (Photo copy attested) of the supplier after delivery and acceptance of stores.
33. Part payment of part delivery is allowed.
34. The payment to the registered persons may be linked with the active taxpayer status of the suppliers as per FBR database. If any registered supplier is not in ATL his payment should be stopped till the files his mandatory returns and appears on ATL of FBR.
35. No Advance payment in any condition.
36. Bill will be processed after the date of accepted store and CRV. (Subject to condition functional test for electrical /Electronics store).
37. Bill will be processed after received of acceptance on the basis of complete installation / up gradation and commissioning of subject machine by user.

ELIGIBILITY CRITERIA

38. No firm will quote more than **1 x brand otherwise Quotation will be consider rejected / ignore** at bidding stage. (Technical opening)
39. Offers of those firms will be **rejected** which is still having ending supplies of the contracted stores **beyond respective DPs** against previous contracts and return of sample issued against previous contracts of DESCOM.
40. Non mentioning of **country** and **Brand** in Quotation then Quotation will be rejected in technical scrutiny.
41. In case of indigenously locally manufactured items, should have capacity to manufacture desired number of parts. Capacity for manufacturing of parts will be verified by team ex DESCOM during Technical scrutiny of offers **if required**.
42. Confirmation of Delivery of store is **45 x Days** after signing of contract which may be confirmed in technical quotation otherwise offer will be rejected at the time of opening of technical quotation.
43. Firm should not be black listed or defaulted any ware within or outside Pakistan this regard firm should provide " No Black Listing / defaulting Cert" (affidavit on Judicial stamp duly attested by notary public to be provided).
44. Only registered supplier / person who are on Active Taxpayer List (ATL) of FBR an eligible to supply goods/services to government departments. Thus the bidders will submit certificate to this regard along with technical **bid**.
45. Professional / Trade Tax clearance certificate for CFY 2023-2024 duly stamped by Excise & Taxation department may be provided with Technical Quotation by the Bidder.
46. Firm with excellent record of supply / past experience with DESCOM as far as quality and timely provision of store is concerned will be given preference. Participating firms should not have defaulted in any contract with defense Organization.

EVALUATION CRITERIA

47. Firm quoted specs must be 100% same as demanded in IT otherwise rejected in technical evaluation.
48. Expertise may be determined on the basis of general/Specific Experience and past Performance (may be demanded if required by HIT).

WM
DAD Proc (D)
(Engr. Imtiaz Ali)