

REGISTERED/IMMEDIATE

Heavy Industries Taxila
Technical Directorate
Procurement Branch
Taxila Cantt, Pakistan
Tel : (051) 9315008-/62135
No.2602/IT-07/Tech Dte/Proc
07 Feb 2019

To: M/S _____
(All Concerned)

Subject: **TENDER INQUIRY (FOR)**

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

<u>Ser</u>	<u>Nomenclature</u>	<u>A/U</u>	<u>Qty Demanded</u>
a.	Purchase of 2 x Digital Balance Country of Origin (UK, USA, Japan, European) Specifications Sartorius Balance /BSA 224S-CW OR Equivalent Manufacture's Name if Known – Any Renowned Manufacture i). Readability (g): 0.0001 ii). Weighing capacity (g): 220 iii). Pan size (mm) Ø : 90 iv) Repeatability (g) : 0.0001 v) Linearity (g) : 0.0002 vi) Response Time (s): 2.5 vii) Weight of balance (kg) : ≤6 viii) Calibration & Adjustment: internal	Nos	02

PLEASE ENSURE COMPLIANCE OF THE FOLLOWING:-

2. Rates will be quoted on FOR Taxila Cantt basis. Offer maximum discount while submitting your quotation.
3. Over writing and cutting of any nature in the quotation will not be accepted.
4. Forward your quotation not later than **28 Feb 2019 before 1030 hours**. The address on the envelope will be indicated as under:-

QUOTATION

TENDER INQUIRY NO.2602/IT-07Tech Dte/Proc dated 07 Feb 2019.
TO BE OPENED ON **28 Feb 2019 at 1100 hours.**
To: **TECHNICAL DIRECTORATE (PROCUREMENT BRANCH)**
HEAVY INDUSTRIES TAXILA, TAXILA CANTT.
FROM _____

5. Part-I and Part-II quotation will be enclosed in separate sealed envelopes for each tender inquiry.

For identification purpose, the word "TECHNICAL QUOTATION (PART-I) WITHOUT PRICE" and "COMMERCIAL QUOTATION (PART-II) WITH PRICE" shall be written in **BLOCK CAPITAL LETTERS** on the respective sealed envelopes which will be placed in a large envelope bearing complete details of the tender inquiry as under:-

6. **Delivery of Tender.**

- a. The tender/quotation will be enclosed in sealed cover which will be invariably marked with quotation against tender inquiry no. **2602/IT- 07 Tech Dte/Proc dated 07 Feb 2019** complete address.
- b. The tender if brought by hand, the same will be handed over to CR Section Staff on duty at **Technical Directorate, Heavy Industries Taxila** for placing the same in quotation box (available at CR Section). The quotation will not be brought by hand any firm while visiting the office of (procurement Branch).

c. If required endorsement is not made on the envelope, quotation is liable to be disqualified. The quotation will be opened on 28 Feb 2019 at 1100 hours in the presence of the representative of the firms in Procurement Branch Technical Directorate, HQ Heavy Industries Taxila. No quotation will entertain/consider after 1030 hours, on the aforementioned date; Firm's representative may attend the tender opening activity if they wish at Procurement Branch Technical Directorate HIT, Taxila Cantt.

7. Minimum one year equipment warranty.
8. Minimum three year service warranty.
9. Supplier responsible to provide installation commissioning and training of equipment by authorized representative.
10. Quotations must include essential accessories if required to installation and operate the equipment.
11. The stores are required to be delivered at Taxila Cantt within **20 days (Twenty days)** from the date of issuance of order.
12. If the stores with the quotation do not fulfill the tender requirements/standard specifications 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.
13. Please indicate full details (specifications, manufacturers etc) of the stores offered in your quotation. If the details are found missing, the quotation will automatically stand disqualified and rejected.
14. The stores should confirm to prescribe specifications/sample as provided by this office.
15. The store will be packed in standard grade worthy of transportation by the means adopted.
16. This inquiry may not be taken as an indication of subsequent supply order and does not in any way commit HIT to purchase the item's offered.
17. In case of failure to supply the stores within stipulated period liquidated damages at the rate of 2% but not less than 1% of amount involved per month or a part there-of will be levied.
18. 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.
19. 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.
20. Indenter/Purchaser reserves the right to increase/decrease the quantity of items, placed on the tender without any reference to the firm.
21. **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.**
22. 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.
23. **Offers must remain open/valid for 120 days from the date of opening of the tender.**
24. In case you do not wish to quote please return the tender documents duly signed and stamped at your earliest.
25. The prices quoted must be firm and final and inclusive of all taxes, packing, handling charges etc and delivery at HIT Taxila Cantt.
26. Part payment against part delivery is NOT allowed.
27. **Postal Order for Rs.200/- (Rupees Two Hundred) valid as per Postal Order reverse side instrs ser-4 in favour of Director Security, HIT Taxila Cantt will invariably be enclosed with the quotation, failing which the quotation will be ignored.**
28. Firms are instructed NOT to send Telex and Fax quotations. Such quotations/offers will not be accepted.
29. Following confirm regarding ready availability of the advance sample will be endorsed by all bidders in their offer. "It is confirm that advance sample of the items mentioned in the quotation are readily availability"

30. Please confirm receipt of the tender inquiry and also intimate your participation or otherwise in this tender inquiry.
31. On demand the bidder will invariably provide advance sample of the item offered them. Within the limit specified by the purchaser. In case advance sample are not provided by the bidder by due date their offer will be set aside ignored.
32. Conditional offers will not be accepted.
33. **5% security deposit (of contract value) will be provided by the firm on receipt of the contract. The same will be released after one year from the date of delivery and acceptance of stores.**
34. Inspection of the store will be carried out at HIT Taxila Cantt.
35. Offer should be as per tender specifications. Multiple offers will not be accepted.
36. "The offered price will be included of GST imposed by Government of Pakistan. The offers without the inclusion of GST will not be considered".
37. Firm's which are not registered with HIT will provided 5% earnest money of the value of quoted items in the shape of Bank Draft from scheduled Bank by the name of Director Technical.

Note. Technical/Commercial quotation must confirm to IT Parameters specified in this tender. The offer will be rejected there in if the said parameters are not complied with.


Maj
Procurement Officer
(Shahid Iqbal)