

REGISTERED / IMMEDIATE
Heavy Industries Taxila
Heavy Rebuild Factory (M)
Taxila Cantt, Pakistan
Tel : (051) 9315624
2871/154/IT-03/Misc Tpt/Proc/HRF(M)
29 Jan 2024

To: M/s _____

Subject: **Bid / Tender Inquiry On FOR Basis – Procurement of Milk Fresh**

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

Ser	Part No	Nomenclature	A/U	Qty	Remarks
a.	GS-2593	Packaged Milk Full Cream (liquid) Nestle / Nido Brand / equivalent	1 x lits Packing	3,803	

Instructions to Bidders

2. Rates will be quoted on FOR Taxila Cantt basis. Offer best competitive price while submitting your quotation.

3. Over writing and cutting of any nature in the quotation will not be accepted.

4. Part-I and Part-II quotations will be enclosed in separate sealed envelopes for each tender inquiry. For identification purpose, the words “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 :-

5. **QUOTATION**

REGISTERED

TENDER INQUIRY NO. _____

TO BE OPENED ON. _____

**TO: DEPUTY ASSISTANT DIRECTOR (PROCUREMENT) HRF (M) HITB TAXILA
CANTT, PAKISTAN**

FROM M/s: _____

6. **The Milk (liquid) should have an expiry date of 2 x months from the date of delivery, Milk be supplied after awarding of contract in 2 x phases with the gap of 2 x months.**

7. **Delivery of Tender.** The tender/quotation will be enclosed in sealed cover which will be invariably marked with quotation against tender inquiry no. **2871/1541/ IT-03/Misc Tpt/Proc/ HRF (M) dated 29 Jan 2024** and complete address. The tender if brought by hand, will be handed over to security staff on duty at Gate HRF (M) Heavy Rebuild Factory (M-Series) for placing the same in quotation box (available at gate). The quotation will not be brought by hand by any firm while visiting the offices of Deputy Assistant Director (Procurement).

8. If required endorsements are not made on the envelope, quotation is liable to be disqualified. The quotation will be opened on **19 Feb 2024 at 1100** hours in the presence of the available representative of the firms in HRF (M), Heavy Industries Taxila. No quotation will be entertained / considered after **1030 hours**, on the aforementioned date.
9. Commercial Offers of technically accepted firms only will be opened later on and date of opening will be intimated to the firms accordingly.
10. Store will be delivered at HRF (M) Taxila Cantt within the stipulated period as given in the contract.
11. HRF (M) reserves its right to reject the offer in whole or partially thereof with justification/reason.
12. This inquiry may not be taken as an indication of subsequent purchase order and does not in any way commit HIT to get the services offered.
13. In case of failure to supply the store 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.
14. In case of any dispute regarding the terms conditions and quality of store, the decision of the HRF (M), HIT will be considered as final and binding on the suppliers/firms.
15. In case your firm fails to execute the order within the stipulated time and does not materialize the store, contract will be cancelled at firm's risk and expense. Expenditure incurred on the store will be recovered from the firm under existing procedures.
16. Payment will be made by the CMA (HIT) Taxila Cantt through cheque against pre-receipted bill (duly affixed with revenue stamp) alongwith professional tax certificate (Photocopy attested) of the supplier after delivery and acceptance of stores.
17. 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.
18. **Offers must remain valid for 180 days** from the date of opening of the tender.
19. ***The prices quoted must be firm and final and inclusive of all taxes, handling charges and delivery charges to HIT Taxila Cantt.***
20. Partial payment against partial delivery is not allowed.
21. Inspection of store will be carried out at HIT Taxila Cantt by technical team of this project.
22. Firms are instructed not to send Telex and Fax quotations. Such quotations/offers will not be accepted.
23. 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.

24. **Following documents are mandatory and should be attached with technical offer, otherwise technical offer will be rejected at the spot:-**

- a. Postal Order for Rs. 1000/- (Rupees One Thousand) in favour of MD (M), HIT Taxila Cantt will invariably be enclosed with the quotation.
- b. Active taxpayer list.
- c. Profession/ Trade Tax clearance Certificate.
- d. Taxpayer Registration Certificate.
- e. Affidavit for No black Listing/ Defaulting Certificate.
- f. Affidavit for No Litigation Certificate.
- g. Firm registration with any defense organization.
- h. Staff Technical qualification list.
- i. It should be clearly mentioned on technical quotation that 5% earnest money is attached with commercial quotation.

25. **Earnest Money** All Registered/Un Registered Firms with HIT can participate in the tender by depositing **5% earnest money** of total contract value. The earnest money will be submitted by the firms in the shape of **CDR/Bank Guarantee** addressing to **Managing Director HRF (M), Heavy Industries Taxila Cantt.** The earnest money will be provided by the firms alongwith their **“Commercial Quotation”**. ***Note in this regard be clearly mentioned on technical quotation that 5% earnest money is enclosed alongwith commercial quotation. In case clear mentioning of earnest money is not found in “Technical Quotation” offer will be rejected.***

26. It should be clearly mentioned on commercial offers that prices are inclusive of all taxes as imposed by Government of Pakistan. The offers without the inclusion of taxes will be considered as all taxes have been included by the firm in commercial offer.

27. Integrity Pact will be invariably involved / invoked when the total value of the contract exceeds 10 million as specified in PPRA Rule 2002-2004.

28. The payment to the registered/un-registered persons is linked with active taxpayer status of the supplier as per FBR data base. If any registered /un-registered firm is not in active Taxpayer list his payment will be stopped till he files his mandatory returns and appears on ATL of FBR.

29. Quality of Store must be as per standard required by HRF (M).

30. **Past Experience** Firm having experience in requisite field will be given priority.

31. Food items like Milk Pack (liquid) is zero rated sales tax. Therefore, GST may not be included in unit price of Milk pack

32. **Evaluation Criteria.**

- a. Participating firms should not have defaulted in any contract with defence organizations.
- b. Firm should not be black listed in any of the defence organization.
- c. The firm should have excellent record of supply of store with HIT.
- d. Offer of the best evaluated firm based on least cost method will be accepted.

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

Assistant Works Manager
Deputy Assistant Director Procurement (M)
(Nadeem Ahmad)

AFFIDAVIT

NO DEFAULTER CERTIFICATE

It is certified that M/s _____ have never been defaulted or blacklisted with any Govt / Semi Govt / Defence Organization / PPRA / Khayber Pakhtoon khawa PPRA / Punjab PPRA / Sindh PPRA within or outside Pakistan.

(Designation, Signature & Stamp)

(Signature & Stamp of Notary Public)

AFFIDAVIT

NO LITIGATION CERTIFICATE

It is certified that M/s _____ have no litigation history where decision went against the firm anywhere within or outside Pakistan.

OR

It is certified that M/s _____ have following litigation history:-

- a.
- b.
- c.

(Designation, Signature & Stamp)

(Signature & Stamp of Notary Public)