

**Tender Covering Form**  
**Directorate of Procurement (Navy)**  
**Through Bahria Gate**  
**Near SNID Center, Naval Residential Complex, E-8, Islamabad**  
**Contact: Reception 051-9262315, Bahria Gate 0331-5540649, Section P-38**

Tender No & Date: **TENDER NO 2383012/R-2311/380125/A DATED 02 OCT 23**

Tender Description: **PVMS Drugs**

IT Opening Date: **17<sup>th</sup> April 2024**

Firm Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address for Correspondence: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Number: (Landline \_\_\_\_\_) (Mobile \_\_\_\_\_)

**Documents to be Attached with Quotation**

Firm is to submit its proposal in a sealed envelope which shall contain 03x Sealed Envelopes as per details given below:

<b><u>Sealed Envelope 1 – Technical Offer in Duplicate</u></b>			
This envelope must contain <b>02 x sets of Technical Offer (01x Original + 01x Copy)</b> . Each Set must contain following documents <b>as per this sequence/ order</b> duly Flagged and firm is to <b>mark tick ✓</b> against each to ensure that these documents have been attached:			
<b>S No</b>	<b>Document</b>	<b>Original Set</b>	<b>Copy Set</b>
1.	Bank Challan of Rs. 200/- for DGDP registered firms and Rs. 300/- for all other firms (in favor of CMA(DP))		
2.	Copy of Proof of Earnest Money (With erased with amount)		
3.	<b>Technical offer on letterhead of firm (Technical offer must be as per format mentioned in Annex-A of DP-2)</b>		
4.	DP-1 Form of IT with tick mark against each clause and initialed on each page		
5.	DP-2 Form of IT with compliance remarks against each clause and initialed on each page		
6.	<b>Annex A of IT duly filled and signed.</b>		
7.	Annex B & C of IT (with compliance remarks)		
8.	DP-3 form of IT (duly filled & signed)		
9.	Manufacturer's documents i.e Authority Letter, Manufacturing licenses and brand registration (where applicable)		
10.	Manufacturer Price list (where applicable)		
11.	DRAP registration & license of firm to sale medicines		
12.	DGDP Registration Letter (If firm is registered with DGDP)		
13.	Tax Filling Proof/ Audit Report		
<b><u>Sealed Envelope 2 – Earnest Money</u></b>			
This Envelop must contain Earnest Money only.			
<b><u>Sealed Envelope 3 – Commercial Offer</u></b>			
This Envelop must contain following documents:			
1.	<b>Commercial Offer on firm's Letterhead as per format mentioned in Annex-A of DP-2</b>	01 x Original	
2.	Manufacturer Price List (where applicable)	01 x Copy	
3.	Duly filled DP-2(Annex-A, Form of IT with prices)	01 x Original	

**Firm's Declaration**

It is certified that we have submitted tender in compliance with above instructions and we understand that our offer is liable to rejection if tender is not prepared / packed as per above instructions.

**Firm's Authorized Signatures** \_\_\_\_\_

## INVITATION TO BID

1. DIRECTORATE OF PROCUREMENT (NAVY), A GOVERNMENT AGENCY FOR CENTRAL PROCUREMENT INVITES SEALED BIDS FROM THE ORIGINAL MANUFACTURERS / AUTHORIZED DISTRIBUTORS / SUPPLIERS / CONTRACTORS ETC, REGISTERED WITH INCOME TAX AND SALES TAX DEPARTMENTS FOR SUPPLY OF STORES MENTIONED IN DP-2 FORM.
  
2. BIDDING DOCUMENTS, CONTAINING DETAILED TERMS AND CONDITIONS, METHOD OF PROCUREMENT, PROCEDURE FOR SUBMISSION OF BIDS, BID SECURITY, BID VALIDITY, OPENING OF BID, EVALUATION CRITERIA, CLARIFICATION / REJECTION OF BIDS, PERFORMANCE GUARANTEE ETC. ARE AVAILABLE FOR THE INTERESTED BIDDERS AT **DIRECTORATE OF PROCUREMENT (NAVY) THROUGH BAHRIA GATE NEAR SNID CENTRE, NAVAL RESIDENTIAL COMPLEX, SECTOR E-8, ISLAMABAD** .BIDDING DOCUMENTS CAN ALSO BE DOWNLOADED FROM PPRA WEBSITE ([WWW.PPRA.ORG.PK](http://WWW.PPRA.ORG.PK)) FREE OF COST.
  
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Directorate of Procurement (Navy) **THROUGH BAHRIA GATE NEAR SNID CENTRE, NAVAL RESIDENTIAL COMPLEX, SECTOR E-8, ISLAMABAD** on or before date as mentioned in DP-2 form Para 1 at 1030 Hours. Bids will be opened the same day at 1100 Hours. This advertisement is also available on PPRA Website at [www.ppra.org.pk](http://www.ppra.org.pk).

**COVERING SHEET TENDER NO 2383012/R-2311/380125/A DATED 02 OCT 23**

I/we M/s \_\_\_\_\_ do hereby affirm to adhere to the necessary instructions for participation in the procurement process. All the columns of DP-I, II and III are filled, signed and stamped as per requirement. Data Sheet (for unregistered firms only) is attached duly filled in all respects.

Yours truly,

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Complete Name

Seal/Stamp of Firm

\_\_\_\_\_  
Capacity in which Signing

\_\_\_\_\_  
Date

Contact Number of Directorate of Procurement (Navy)

ZEESHAN RAZA  
Deputy Naval Stores Officer  
Assistant Director Procurement (Navy)  
Section: P-38

DP Navy  
Tel: 051-20062079

**DIRECTORATE PROCUREMENT (NAVY)**

TENDER No.....  
DIRECTORATE OF PROCUREMENT (NAVY)  
THROUGH BAHRIA GATE NEAR SNID CENTRE,  
NAVAL RESIDENTIAL COMPLEX, SECTOR E-8,  
ISLAMABAD.  
TEL: 051-9262315  
FAX : 051-5516307  
E-MAIL: [ADPN38@PAKNAVY.GOV.PK](mailto:ADPN38@PAKNAVY.GOV.PK)

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

**INVITATION TO TENDER AND GENERAL INSTRUCTIONS**

DEAR SIR / MADAM,

1. DP (NAVY) INVITES YOU TO TENDER FOR THE SUPPLY OF STORES/EQUIPMENT/ SERVICES AS PER DETAILS GIVEN IN ATTACHED SCHEDULE TO TENDER (FORM DP-2).

2. **CAUTION:** THIS TENDER AND SUBSEQUENT CONTRACT AGREEMENT AWARDED TO THE SUCCESSFUL BIDDER IS GOVERNED BY THE RULES / CONDITIONS AS LAID DOWN IN PPRA RULES-2004 AND DPP&I-35 (REVISED 2019) COVERING GENERAL TERMS & CONDITIONS OF CONTRACTS LAID DOWN BY MoDP / DGDP. AS A POTENTIAL BIDDER, IT IS INCUMBENT UPON YOU AND YOUR FIRM TO FIRST ACQUAINT YOURSELF WITH PPRA RULES 2004 ([WWW.PPRA.ORG.PK](http://WWW.PPRA.ORG.PK)) AND DPP&I-35 (REVISED 2019) (PRINT COPY MAY BE OBTAINED FROM DGDP REGISTRATION CELL ON PHONE NO. 051-9270967 BEFORE PARTICIPATING IN THE TENDER. IF YOUR FIRM / COMPANY POSSESSES REQUISITE TECHNICAL AS WELL FINANCIAL CAPABILITY, YOU MUST BE REGISTERED OR WILLING TO REGISTER WITH DGDP TO QUALIFY FOR AWARD OF CONTRACT, WHICH SHALL BE MADE AFTER SECURITY CLEARANCE AND PROVISION OF REQUIRED REGISTRATION DOCUMENTS MENTIONED IN PARA 15 OF THIS DP-1.

3. **CONDITIONS GOVERNING CONTRACTS.** THE 'CONTRACT' MADE AS RESULT OF THIS I/T (INVITATION TO TENDER) I.A.W PPRA RULES 2004 SHALL MEAN THE AGREEMENT ENTERED INTO BETWEEN THE PARTIES I.E. THE 'PURCHASER' AND THE 'SELLER' ON DIRECTORATE GENERAL DEFENCE PURCHASE (DGDP) CONTRACT FORM "DP-19" IN ACCORDANCE WITH THE LAW OF CONTRACT ACT, 1872 AND THOSE CONTAINED IN DEFENCE PURCHASE PROCEDURE & INSTRUCTIONS AND DPP&I-35 (REVISED 2019) AND OTHER SPECIAL CONDITIONS THAT MAY BE ADDED TO GIVEN CONTRACT FOR THE SUPPLY OF DEFENCE STORES / SERVICES SPECIFIED HEREIN.

Understood  
agreed  Understood  
not agreed

4. **DELIVERY OF TENDER.** THE TENDER DOCUMENTS COVERING TECHNICAL AND COMMERCIAL OFFERS ARE TO BE FURNISHED AS UNDER:-

Understood  
agreed  Understood  
not agreed

A. **COMMERCIAL OFFER.** THE OFFER WILL BE IN DUPLICATE AND INDICATE PRICES QUOTED IN FIGURES AS WELL AS IN WORDS IN THE CURRENCY MENTIONED IN IT. IT SHOULD BE CLEARLY MARKED IN FACT ON A SEPARATE SEALED ENVELOPE "COMMERCIAL OFFER", TENDER NUMBER AND DATE OF OPENING. TAXES, DUTIES, FREIGHT/TRANSPORTATION, INSURANCE CHARGES ETC ARE TO BE INDICATED SEPARATELY. TOTAL PRICE OF THE ITEMS QUOTED AGAINST THE TENDER IS TO BE CLEARLY MENTIONED. IN CASE OF MORE THAN ONE OPTION OFFERED BY THE FIRM, DP(N) RESERVES THE RIGHT TO ACCEPT LOWEST TECHNICALLY ACCEPTED OPTION IF MORE THAN ONE OPTIONS WERE ACCEPTED IN TECHNICAL SCRUTINY REPORT.

B. **TECHNICAL OFFER: (WHERE APPLICABLE).** SHOULD CONTAIN ALL RELEVANT SPECIFICATIONS IN DUPLICATE (OR AS SPECIFIED IN IT) ALONG WITH ESSENTIAL LITERATURE/BROCHURE, DRAWINGS AND COMPLIANCE METRICS IN A SEPARATE SEALED ENVELOPE AND CLEARLY MARKED "TECHNICAL OFFER" WITHOUT PRICES, WITH TENDER NUMBER AND DATE OF OPENING. TECHNICAL OFFER SHALL BE OPENED FIRST; HALF AN HOUR AFTER THE DATE AND TIME FOR RECEIPT OF TENDER MENTIONED IN DP-2. FIRMS ARE TO CONFIRM/COMPLY WITH IT TECHNICAL SPECIFICATION IN THE FOLLOWING FORMAT:

Understood  
agreed

Understood  
not agreed



<b>S.No</b>	<b>Technical requirement as per IT</b>	<b>Firm's endorsement (Comply/ Partially Comply/ Non Comply)</b>	<b>Basis of C, PC of NC i.e. Refer to page or brochure</b>	<b>In case of non availability of enclosed proof from brochure/ Literature, quote/ attach additional documents/ data/undertaking as proof of compliance</b>

(Legend: C = Fully Comply, PC = Partially Comply, NC = Not Comply)

(FIRMS MUST CLEARLY IDENTIFY WHERE THEIR OFFER DOES NOT MEET OR DEVIATES FROM IT SPECS)

C. **SPECIAL INSTRUCTIONS.** TENDER DOCUMENTS AND ITS CONDITIONS MAY PLEASE BE READ POINT BY POINT AND UNDERSTOOD PROPERLY BEFORE QUOTING. ALL TENDER CONDITIONS SHOULD BE RESPONDED CLEARLY. IN CASE OF ANY DEVIATION DUE TO NON-ACCEPTANCE OF TENDER CONDITIONS(S), THE SAME SHOULD BE HIGHLIGHTED ALONGWITH YOUR OFFERED CONDITIONS. TENDER MAY HOWEVER BE LIABLE TO BE REJECTED.

Understood  
agreed

Understood  
not agreed



d. Firms shall submit their offers in two separate envelopes (i.e. two copies of commercial offer and two or more copies of the technical offer as asked in the IT) and envelopes clearly marked "Technical proposal", "Commercial proposal" in bold. The commercial offer will include rates of items/services called for and the technical offer will not indicate the rates. Both types of offers are to be enclosed in separate covers and each envelope shall be properly sealed bearing the signature of the bidder. Each cover shall indicate type of offer, number and date of IT and IT opening date. Thereafter both the envelopes (technical and commercial offer) shall be placed in one envelope (second cover) duly sealed and signed. This cover should bear the address of the procurement agency indicating, issuance

Understood  
agreed

Understood  
not agreed

date of IT and No, with its opening date. This should be further placed in another cover (third cover), addressed and indicated in the tender documents, without any indication that there is a tender within it.

E. **FORM DP-1, DP-2, DP-3 AND QUESTIONNAIRES.** FORM DP-1, DP-2 (ALONG WITH ANNEXES), DP-3 AND QUESTIONNAIRES DULY FILLED IN ARE TO BE SUBMITTED WITH THE OFFER DULY STAMPED/SIGNED BY THE AUTHORIZED SIGNATORY/ PERSON. IT IS PERTINENT TO MENTION THAT ALL THESE ARE ESSENTIAL REQUIREMENT FOR PARTICIPATION IN THE TENDER.

Understood  
agreed

Understood  
not agreed

F. THE TENDER DULY SEALED WILL BE ADDRESSED TO THE FOLLOWING:-

DIRECTORATE OF PROCUREMENT (NAVY)  
THROUGH BAHRIA GATE NEAR SNID CENTRE,  
NAVAL RESIDENTIAL COMPLEX, SECTOR E-8,  
ISLAMABAD.  
TEL: 051-9262315  
FAX : 051-5516307  
E-MAIL: [ADPN38@PAKNAVY.GOV.PK](mailto:ADPN38@PAKNAVY.GOV.PK)

5. **DATE AND TIME FOR RECEIPT OF TENDER.** TENDER MUST REACH THIS OFFICE BY THE DATE AND TIME SPECIFIED IN THE SCHEDULE TO TENDER (FORM DP-2) ATTACHED. THIS DIRECTORATE WILL NOT ACCEPT ANY EXCUSE OF DELAY OCCURRING IN POST. TENDERS RECEIVED AFTER THE APPOINTED/ FIXED TIME WILL NOT BE ENTERTAINED. THE APPOINTED TIME WILL, HOWEVER, FALL ON NEXT WORKING DAY IN CASE OF CLOSED/FORCED HOLIDAY. ONLY LEGITIMATE/REGISTERED REPRESENTATIVES OF FIRM WILL BE ALLOWED TO ATTEND TENDER OPENING. IN CASE YOUR FIRM HAS SENT TENDER DOCUMENTS BY REGISTERED POST OR COURIER SERVICE, YOU MAY CONFIRM THEIR RECEIPT AT DP (NAVY) ON PHONE NO 051-9262315 WELL BEFORE THE OPENING DATE / TIME.

Understood  
agreed

Understood  
not agreed

6. **TENDER OPENING.** TENDERS WILL BE OPENED AS MENTIONED IN THE SCHEDULE TO TENDER. COMMERCIAL OFFERS WILL BE OPENED AT LATER STAGE IF TECHNICAL OFFER IS FOUND ACCEPTABLE ON EXAMINATION BY TECHNICAL AUTHORITIES OF SERVICE HQ. DATE AND TIME FOR OPENING OF COMMERCIAL OFFER SHALL BE INTIMATED LATER. ONLY LEGITIMATE / REGISTERED REPRESENTATIVE OF FIRM WILL BE ALLOWED TO ATTEND TENDER OPENING. TENDERS RECEIVED AFTER DATE & TIME SPECIFIED IN DP-2 WOULD BE REJECTED WITHOUT EXCEPTION AND RETURNED UN-OPENED I.A.W RULE 28 OF PPRA-2004.

Understood  
agreed

Understood  
not agreed

7. **VALIDITY OF OFFER.**

A. THE VALIDITY PERIOD OF QUOTATIONS MUST BE INDICATED AND SHOULD INVARIABLY BE 120 DAYS FROM THE DATE OF OPENING OF COMMERCIAL/ FINANCIAL PROPOSAL OR 30TH JUNE WHICHEVER IS LATER. FIRM UNDERTAKES TO EXTEND VALIDITY OF OFFER IF REQUIRED BY EQUAL NUMBER OF ORIGINAL BID PERIOD (I.E. 120 DAYS AS PER ORIGINAL OFFER) I.A.W PPRA RULE-26.

Understood  
agreed

Understood  
not agreed

- B. THE QUOTING FIRM WILL CERTIFY THAT IN CASE OF AN ADDITIONAL REQUIREMENT OF THE CONTRACT ITEMS (S) IN ANY QTY(S) WITHIN A PERIOD OF 12 MONTHS FROM THE DATE OF SIGNING THE CONTRACT, THESE WILL ALSO BE SUPPLIED AT THE ONGOING CONTRACT RATES WITH DISCOUNT.
8. **PART BID.** FIRM MAY QUOTE FOR THE WHOLE OR ANY PORTION, OR TO STATE IN THE TENDER THAT THE RATE QUOTED, SHALL APPLY ONLY IF THE ENTIRE QUANTITY/RANGE OF STORES IS TAKEN FROM THE FIRM. THE DIRECTOR PROCUREMENT RESERVES THE RIGHT OF ACCEPTING THE WHOLE OR ANY PART OF THE TENDER OR PORTION OF THE QUANTITY OFFERED, AND FIRM SHALL SUPPLY THESE AT THE RATE QUOTED.
9. **Quoting of Rates.** Only one rate will be quoted for entire quantity, item wise. In case quoted rates are deliberately kept hidden or lumped together to trick other competitors for winning contract as lowest bidder, DP(N) reserves the right to reject such offers on-spot besides confiscating firm's Earnest Money / Bid Security and take appropriate disciplinary action. Conversion rate of FE/LC components will be considered w.e.f. opening of commercial offer as per PPRA Rule-30(2).
10. **RETURN OF I/T.** ITS ARE TO BE HANDLED AS PER FOLLOWING GUIDELINES:
- A. IN CASE YOU ARE NOT QUOTING, PLEASE RETURN THE TENDER INQUIRY STATING THE REASON OF NOT QUOTING. IN CASE OF FAILURE TO RETURN THE ITS EITHER QUOTED OR NOT QUOTED CONSEQUENTLY ON THREE OCCASIONS, THIS DIRECTORATE, IN THE INTEREST OF ECONOMY, WILL CONSIDER THE EXCLUSION OF YOUR FIRM'S NAME FROM OUR FUTURE DISTRIBUTION LIST OF INVITATION TO TENDER.
- B. FOR REGISTERED FIRM(S), CASE WILL BE REFERRED TO DGDP FOR NECESSARY ADMINISTRATIVE ACTION IF FIRMS REGISTERED / INDEXED FOR TENDERED ITEMS/STORES DO NOT QUOTE / PARTICIPATE.
- C. IT IS A STANDARD PRACTICE TO INVITE ALL FIRM(S) INCLUDING THOSE UNREGISTERED WITH DGDP WHO GAVE THEIR PRELIMINARY BUDGETARY/ TECHNICAL PROPOSALS TO END USERS / INDENTORS. IF YOUR FIRM HAS BEEN INVITED TO PARTICIPATE IN THE TENDER, YOU MUST EITHER PARTICIPATE IN TENDER. IN CASE OF YOUR INABILITY TO DO SO, YOU MUST INFORM DP (NAVY) BY A FORMAL LETTER/EMAIL.
11. **WITHDRAWAL OF OFFER.** FIRMS SHALL NOT WITHDRAW THEIR COMMERCIAL OFFERS BEFORE SIGNING OF THE CONTRACT AND WITHIN VALIDITY PERIOD OF THEIR OFFERS. IN CASE THE FIRM WITHDRAWS ITS OFFER WITHIN VALIDITY PERIOD AND BEFORE SIGNING OF THE CONTRACT, EARNEST MONEY OF THE FIRM SHALL BE CONFISCATED AND DISCIPLINARY ACTION MAY ALSO BE INITIATED FOR EMBARGO UP TO 01 YEAR.
12. **PROVISION OF DOCUMENTS IN CASE OF CONTRACT.** IN CASE ANY FIRM WINS A CONTRACT, IT WILL DEPOSIT FOLLOWING DOCUMENTS BEFORE AWARD OF CONTRACT:
- A. PROOF OF FIRM'S FINANCIAL CAPABILITY.
- B. FOREIGN SELLER HAS TO PROVIDE ITS REGISTRATION NUMBER ISSUED BY RESPECTIVE DEPARTMENT OF COMMERCE AUTHORIZING EXPORT OF SUBJECT STORES.

- C. PRINCIPAL/AGENCY AGREEMENT.
- D. REGISTRATION WITH DGDP (PROVISIONAL REGISTRATION IS MANDATORY)

13. **TREASURY CHALLAN.**

- a. Offers by registered firms must be accompanied with a Challan form of Rs.200/- (obtainable from State Bank of Pakistan/Government Treasury) and debit able to Major Head C02501-20, Main Head-12, Sub Head 'A' Miscellaneous (Code Head 1/845/30). Each offer will be covered by one Challan. Attached  Not Attached
- b. Firms, un-registered / un-indexed with DGDP (Registration Section) are to acquire prior approval from DP (Navy) to participate in the tender competition through formal application accompanied by Challan Form of Rs 300/- in favour of CMA (DP).

14. **Earnest Money/Tender Bond:-** Your tender must be accompanied by a **Call Deposit Receipt (CDR) in favor of CMA (DP), Rawalpindi** for the following amounts. Attached  Not Attached

- a. **Rates FOR Contract.** The rate of earnest money and its maximum ceiling for different categories of firms would be as under:- Attached  Not Attached
- (i) **Registered/Indexed/Pre-Qualified Firms.** 1% of the quoted value subject to maximum ceiling of Rs. 0.05 Million.
  - (ii) **Registered/Pre-Qualified but Un-indexed Firms.** 1.5% of the quoted value subject to maximum ceiling of Rs. 0.1 Million.
  - (iii) **Unregistered/not Pre-Qualified/Un-indexed Firms.** 2.5% of the quoted value subject to maximum ceiling of Rs. 0.2 Million.
  - (iv) **Submitting improper Earnest Money.** Earnest Money/ Bid Security furnished with tender is strictly in conformity of tender/ IT condition (Clause 14 of DP-1 and Clause 11 of DP-2) on the subject. We have no objection on confiscation of Earnest Money/ Bid security and rejection of our offer in case amount of Earnest Money/ Bid Security is improper/ Insufficient in violation of It Condition. Agreed  Not Agreed
- b. **Return of Earnest Money**
- (i) Earnest money to the unsuccessful bidders will be returned on finalization of the contract.
  - (ii) Earnest money of the firm/firms with whom contract is concluded will be returned on submission of Bank Guarantee and its acceptance by CMA (DP).

15. **Documents for provisional registration:** In case your firm wins a contract on Earnest Money (EM) , it will deposit following documents to DGDP (Registration Section) before the award of contract for provisional registration:-



S No	Local Supplier	Foreign Supplier
a.	Three filled copies of SVA-8121 of each member of management.	Three filled copies of SVA-8121-D of each member of management.
b.	Three filled copies of SVA-8121-A	Three filled copies of SVA-8121.
c.	Three photocopies of NIC for each member of management.	Three photocopy of Resident Card or equivalent identification Card for each member of management.
d.	Three PP size photographs for each member of management.	Three PP size Photographs for each member of management.
e.	Challan Form	Challan Form
f.	Bank Statement for last one year.	Financial standing/audit balance sheet
g.	Photocopy of NTN	Photocopy of passport
h.	Foreign Principal Agency Agreement in case of local agent.	Agency Agreement in case of Trading House/ Company/ Exporter /Stockiest etc.

16. **Inspection Authority.** CINS, Joint Inspection will be carried out by INS, Consignee & Specialist User or a team nominated by Pakistan Navy. CINS inspection shall be as prescribed in DPP&I-35 (Revised 2019) or as per terms of the contract.

Understood  
agreed

Understood  
not agreed



17. **CONDITION OF STORES.** BRAND NEW STORES WILL BE ACCEPTED ON FIRM'S WARRANTY/GUARANTEE FORM DPL-15 ENCLOSED WITH CONTRACT.

Understood  
agreed

Understood  
not agreed



18. **Documents Required.** Following documents are required to be submitted along with the quote:

Understood  
agreed

Understood  
not agreed

a. OEM/Authorized Dealer/Agent Certificate along with OEM Dealership Evidence.



b. The firm/supplier shall provide correct and valid e-mail and Fax No to CINS and DP(N). Supplier/contracting firm shall either provide OEM Conformance Certificate to CINS or is to be e-mailed to CINS under intimation to DP (Navy). Hard copy of COC must follow in any case through courier. On receipt, CINS shall approach the OEM for verification of Conformance Certificates issued by OEM. Companies/firms rendering false OEM Conforming Certificates will be blacklisted.

c. Original quotation/Principal/OEM proforma invoice.

d. In case of bulk proforma invoice, a certificate that prices indicated in the bulk proforma invoice have not been decreased since the date of bulk proforma invoice from the manufacturers/suppliers.

e. Submit breakup of cost of stores/services on the following lines:

- (i). Imported material with break down item wise along-with import duties.
- (ii). Variable business overheads like taxes and duties imposed by the federal/provincial government as applicable:-
  - (1) General Sales Tax
  - (2) Income Tax
  - (3) Custom Duty. PCT code along with photocopy of the related page is to be attached where applicable.
  - (4) Any other tax/duty.
- (iii). Fixed overhead charges like labour, electricity etc.
- (iv). Agent commission/profit, if any.
- (v). Any other expenditure/cost/service/remuneration as asked for in the tender.

19. **Rejection of Stores/Services.** The stores/services offered as a result of contract concluded against this tender may be rejected as follows:

	Understood agreed	Understood agreed
a. 1 <sup>st</sup> rejection on Govt. expense	<input type="checkbox"/>	<input type="checkbox"/>
b. 2 <sup>nd</sup> rejection on supplier expense	<input type="checkbox"/>	<input type="checkbox"/>
c. 3 <sup>rd</sup> rejection contract cancellation will be initiated.		

20. **Security Deposit/Bank Guarantee** To ensure timely and correct supply of stores the firm will furnish an unconditional Bank Guarantee(BG) from a schedule Bank for an amount upto 5-10% of the contract value (excluding Taxes, duties/ freight handling charges) on a Judicial Stamp Paper (All pages) of the value of (Rs 100.00) as per prescribed format or in shape of CSD/ Bank draft. The Bank Guarantee shall be endorsed in favour of CMA (DP) Rawalpindi who is the Accounts Officer specified in the contract. The CMA (DP) Rawalpindi has the like power of seeking encashment of the Bank Guarantee as if the same has been demanded by the purchaser himself. The Bank Guarantee shall be produced by the supplier within 30 days from the date of issue of the contract and remain valid for upto 60 days after completion of warranty period. If delivery period is extended, the supplier shall arrange the extension of Bank Guarantee within 30 days after the original delivery period to keep its validity always 60 days beyond of the extended delivery period. The BG form can be obtained from DP(N) on e-mail address given on page-1. Format of BG is enclosed at Annex B.

	Understood agreed	Understood not agreed
	<input type="checkbox"/>	<input type="checkbox"/>

21. **Integrity Pact.** There shall be “zero tolerance” against bribes, gifts, commission and inducement of any kind or their promises thereof by Supplier / Firm to any Government official / staff whether to solicit any undue benefit, favour or otherwise. Following provisions must be clearly read & understood for strict compliance:

	Understood agreed	Understood not agreed
	<input type="checkbox"/>	<input type="checkbox"/>

a. Integrity Pact shall be applicable to all tenders / contracts irrespective of their financial value. However, a written Integrity Pact shall be signed for contracts exceeding Rs 10 Million between the procuring agency and the supplier / contractor i.a.w Rule-7 of PPRA-2004. The form is available at [www.ppra.org.pk](http://www.ppra.org.pk) or can be requested at ADPN38@PAKNAVY.GOV.PK

	Understood agreed	Understood not agreed
	<input type="checkbox"/>	<input type="checkbox"/>

b. If a Supplier / Contractor is found involved in any unbusiness-like / unethical activity, same would be considered a serious breach of the Integrity Pact. DP (Navy) shall take severe disciplinary action against that person(s) and the firm / company, which may include, but not limited to,

	Understood agreed	Understood not agreed
	<input type="checkbox"/>	<input type="checkbox"/>

**PERMANENT BLACKLISTING** of firm / company through DGDP and legal action against the individual (s) involved as per Pakistan's Code of Criminal Procedure.

c. It is strictly forbidden to socialize, call or meet any official / staff of DP (Navy) in private or during off hours. If any official / staff from Purchaser

Understood  
agreed

Understood  
not agreed

side asks for any undue favour or gratification directly or indirectly, the matter is to be immediately brought to the personal notice of Director Procurement (Navy) on Tel: 051-9271468 or through a personal meeting in office. Privacy of firms and their Reps sharing such information will be guaranteed without any prejudice to their normal business activities.

22. **Correspondence.** All correspondence will be addressed to the Purchaser i.e. DP (Navy). Correspondence with regard to payment or issue of delivery receipt may be addressed to CMA Rawalpindi & Consignee respectively with copy endorsed to the DP (Navy).

Understood  
agreed

Understood  
not agreed

23. **Pre-shipment Inspection.** PN may send a team of officers including DP(N) member for the inspection of major equipments and machinery items at OEM premises as per terms of contract. If not already provided for and mentioned in the I.T, firm(s) must clarify the place, number of persons, duration and whether expenses on such visits would be borne by the Purchaser or Contractor. In case contractor is responsible for bearing such expenses, detailed breakdown of the same should be given separately in the commercial offer.

Understood  
agreed

Understood  
not agreed

24. **Amendment to Contract.** Contract may be amended/modified to include fresh clause (s) modify the existing clauses with the mutual agreement by the supplier and the purchaser; such modification shall form an integral part of the contract.

Understood  
agreed

Understood  
not agreed

25. **Discrepancy.** The consignee will render a discrepancy report to all concerned within 60 days after receipt of stores for discrepancies found in the consignment. The quantities found short are to be made good by the supplier, free of cost.

Understood  
agreed

Understood  
not agreed

26. **Price Variation.**

a. Prices offered against this tender are to be firm and final.

b. Where the prices of the contracted stores/raw material are controlled by the government or an agency competent to do so on government behalf, then price increase/decrease will be allowed at actual on case to case basis on production of government notification by the Supplier for the subject stores where the firms are contractually obliged and bound to produce the stores from raw materials supplied by government/State controlled departments in consultation with Military Finance.

Understood  
agreed

Understood  
not agreed

c. Except for calculation or typographical errors, the rates of the contracts not having a price variation clause PVC clause will not be increased subsequently. But when such an increase is considered desirable in the interest of expeditious supply of stores and is necessitated by the circumstances beyond the control of the Supplier, the case may be decided accordingly.

27. **Force Majeure.**

a. The supplier will not be held responsible for any delay occurring in supply of equipment due to event of Force Majeure such as acts of God, War, Civil commotion, Strike, Lockouts, Act of Foreign Government and its agencies and disturbance directly affecting the supplier over which events or circumstances the supplier has no control. In such an event the supplier shall inform the purchaser within 15 days of the happening and within the same timeframe about the discontinuation of such circumstances/happening in writing. Non-availability of raw material for the manufacture of stores, or of export permit for the contracted stores from the country of its origin, shall not constitute Force Majeure.

Understood  
agreed

Understood  
not agreed

b. The Supplier shall provide the Purchaser with all the necessary proof of the occurrence of the events and its effect on the contract performance within 30 days from the start to force majeure event.

c. The Purchaser shall be entitled to conduct investigation into the cause of delay reported by the Supplier.

d. Where the delay was due to genuine force majeure event it shall extend the delivery for a period of equal to the period in which such force majeure remains operative.

e. Such extension in delivery period, due to force majeure, shall not entitle the Suppliers to claim any extra from the Purchaser.

28. **Arbitration.** Parties shall make their attempt to settle all disputes arising under this contract through friendly discussions in good faith. In the event that either party shall perceive such friendly discussion to be making insufficient progress towards settlement of dispute (s) at any time, then such party may be written notice to the other party refer the dispute (s) to final and biding arbitration as provided below:

Understood  
agreed

Understood  
not agreed

a. The dispute will be referred for adjudication to two arbitrators one to be nominated by each party, who before entering upon the reference shall appoint an umpire by mutual agreement, and if they do not agree a judge of the Superior court shall be requested to appoint the umpire. The arbitration proceedings shall be held in Pakistan and under Pakistani Law.

b. The venue of the arbitration shall be the place from which the contract is issued or such other places as the Purchaser at his discretion may determine.

c. The arbitration award shall be firm and final.

d. In course of arbitration the contract shall be continuously be executed except that part which is under arbitration

e. All proceedings under this clause shall be conducted in English language and in writing

- |   |                              |                                  |
|---|------------------------------|----------------------------------|
| <p>29. <b><u>Court of Jurisdiction.</u></b> In case of any dispute only court of jurisdiction at Rawalpindi, Pakistan shall have jurisdiction to decide the matter.</p>   | <p>Understood<br/>agreed</p> | <p>Understood<br/>not agreed</p> |
| <p>30. <b><u>Liquidated Damages(LD).</u></b> Liquidated Damages upto 2% per month are liable to be imposed on the suppliers by the purchaser in accordance with DP-35, if the stores supplied after the expiry of the delivery date without any valid reasons. Total value of LD shall not exceed 10% of the contract value.</p>  | <input type="checkbox"/>     | <input type="checkbox"/>         |
| <p>31. <b><u>Risk Purchase.</u></b> In the event of failure on the part of supplier to comply with the contractual obligations the contract will be cancelled at the Risk and Expense (RE) of the supplier in accordance with DP-35.</p>  |                              |                                  |
| <p>32. <b><u>Compensation Breach of Contract.</u></b> If the contractor fails to supply the contracted stores or contract is cancelled either on RE or without RE or contract become ineffective due to default of supplier / seller or stores / equipment declared defective and caused loss to the Government, contractor shall be liable to pay to the Government compensation for loss or inconvenience resulting for his default or from the rescission of his contract when such default or rescission take place such compensation will be in excess to the RE amount, if imposed by the competent authority. Compensation amount in terms of money will be decided by the purchase officer and will be deposited by contractor / seller in Government treasury in the currency of contract.</p> | <p>Understood<br/>agreed</p> | <p>Understood<br/>not agreed</p> |
| <input type="checkbox"/>  | <input type="checkbox"/>     |                                  |
| <p>33. <b><u>Gratuities/Commission/Gifts.</u></b> No commission, rebate, bonus, fee or compensation in any form shall be paid to any local or foreign agent, consultant representative, sales promoter or any intermediary by the Manufacturer/Supplier except the agent commission payable as per the agent commission policy of the government and as amended from time to time and given in the contract. Any breach of such clause(s) of the contract by Manufacturer/Supplier and/or their sole nominated representative may result in cancellation of the contract blacklisting of the Manufacturer/Supplier financial penalties and all or any other punitive measure which the purchaser may consider appropriate.</p>  | <p>Understood<br/>agreed</p> | <p>Understood<br/>not agreed</p> |
| <input type="checkbox"/>  | <input type="checkbox"/>     |                                  |
| <p>34. <b><u>Termination of Contract.</u></b></p>   |                              |                                  |
| <p>a. If at any time during the currency of the contract the Purchaser decides to terminate the contract for any reason whatsoever (other than for reasons of Non-Delivery) he shall have right to do so by giving the Supplier a registered notice to that effect. In that event the Purchaser will accept delivery at the contract price and terms of such stores/goods/services which are in the actual process of manufacture that is completed and ready for delivery within thirty days after receipt by the Supplier of such notice.</p>   | <p>Understood<br/>agreed</p> | <p>Understood<br/>not agreed</p> |
| <input type="checkbox"/>  | <input type="checkbox"/>     |                                  |
| <p>b. In the case of remainder of the undelivered stores/goods/services the Purchaser may elect either:</p>   |                              |                                  |
| <p>(i) To have any part thereof completed and take the delivery thereof at the contract price or.</p>   |                              |                                  |
| <p>(ii) To cancel the remaining quantity and pay to the Supplier for the articles or sub-components or raw materials purchased by the Supplier and are in the actual process of manufacture at the price to be determined by the Purchaser. In such a case materials in the</p>   |                              |                                  |

process of manufacture shall be delivered by the Supplier to the Purchaser.

(iii) No payment shall however be made for any materials not yet in the actual process of manufacture on the date notice of cancellation is received.

c. Should the Supplier fail to deliver goods/services in time as per quality terms of contract or fail to render Bank Guarantee within the stipulated time period or any breach of the contract the Purchaser reserves the right to terminate/cancel the contract fully or any part thereof at the risk and expense (RE) of the Supplier.

35. **RIGHTS RESERVED.** DIRECTORATE OF PROCUREMENT (NAVY), RAWALPINDI UNDERSTOOD UNDERSTOOD  
RESERVES FULL RIGHTS TO ACCEPT OR REJECT ANY OR ALL OFFERS INCLUDING THE LOWEST. GROUNDS FOR SUCH REJECTIONS MAY BE COMMUNICATED TO THE BIDDER UPON WRITTEN REQUEST, BUT JUSTIFICATION FOR GROUNDS IS NOT REQUIRED AS PER PPRA RULE 33 (1).  agreed  not agreed

36. **APPLICATION OF OFFICIAL SECRETS ACT, 1923.** ALL THE MATTERS CONNECTED WITH THIS ENQUIRY AND SUBSEQUENT ACTIONS ARISING THERE FROM COME WITHIN THE SCOPE OF THE OFFICIAL SECRETS ACT, 1923. YOU ARE, THEREFORE, REQUESTED TO ENSURE COMPLETE SECRECY REGARDING DOCUMENTS AND STORES CONCERNED WITH THE ENQUIRY AND TO LIMIT THE NUMBER OF YOUR EMPLOYEES HAVING ACCESS TO THIS INFORMATION.  Understood agreed  Understood not agreed

37. **ACKNOWLEDGMENT.** FIRMS WILL SEND ACKNOWLEDGEMENT SLIPS WITHIN 07 DAYS FROM THE DATE OF DOWNLOADING OF IT FROM THE PPRA WEBSITE I.E. [WWW.PPRA.ORG.PK](http://WWW.PPRA.ORG.PK)  Understood agreed  Understood not agreed

38. **DISQUALIFICATION.** OFFERS ARE LIABLE TO BE REJECTED IF:-

- A. RECEIVED LATER THAN APPOINTED/FIXED DATE AND TIME.  Understood agreed  Understood not agreed
- B. OFFERS ARE FOUND CONDITIONAL OR INCOMPLETE IN ANY RESPECT.  Understood agreed  Understood not agreed
- C. THERE IS ANY DEVIATION FROM THE GENERAL /SPECIAL/TECHNICAL INSTRUCTIONS CONTAINED IN THIS TENDER.  Understood agreed  Understood not agreed
- D. FORMS DP-1, DP-2 (ALONG WITH ANNEXES), AND DP-3 DULY SIGNED, ARE NOT RECEIVED WITH THE OFFERS.  Understood agreed  Understood not agreed
- D. TAXES AND DUTIES, FREIGHT/TRANSPORTATION AND INSURANCE CHARGES NOT INDICATED SEPARATELY AS PER REQUIRED PRICE BREAKDOWN MENTIONED AT PARA 17.  Understood agreed  Understood not agreed
- E. TREASURY CHALLAN IS NOT ATTACHED WITH THE OFFER.  Understood agreed  Understood not agreed
- F. MULTIPLE RATES ARE QUOTED AGAINST ONE ITEM.  Understood agreed  Understood not agreed
- G. MANUFACTURER'S RELEVANT BROCHURES AND TECHNICAL DETAILS ON MAJOR EQUIPMENT ASSEMBLIES ARE NOT ATTACHED IN SUPPORT OF SPECIFICATIONS.  Understood agreed  Understood not agreed
- J. SUBJECT TO RESTRICTION OF EXPORT LICENSE.  Understood agreed  Understood not agreed
- K. OFFERS (COMMERCIAL/TECHNICAL) CONTAINING NON-INITIALED/UNAUTHENTICATED AMENDMENTS/CORRECTIONS/OVERWRITING.  Understood agreed  Understood not agreed
- L. IF THE VALIDITY OF THE AGENCY AGREEMENT IS EXPIRED.  Understood agreed  Understood not agreed
- M. THE COMMERCIAL OFFER AGAINST FOB/CIF/C&F TENDER IS QUOTED IN LOCAL CURRENCY AND VICE VERSA.  Understood agreed  Understood not agreed
- N. PRINCIPALS INVOICE IN DUPLICATE CLEARLY INDICATING WHETHER PRICES QUOTED ARE INCLUSIVE OR EXCLUSIVE OF THE AGENT COMMISSION IS NOT ENCLOSED.  Understood agreed  Understood not agreed

- P. EARNEST MONEY IS NOT PROVIDED.
- Q. EARNEST MONEY IS NOT PROVIDED WITH THE TECHNICAL OFFER (OR AS SPECIFIED).
- R. IF VALIDITY OF OFFER IS NOT QUOTED AS REQUIRED IN IT OR MADE SUBJECT TO CONFIRMATION LATER.
- S. OFFER MADE THROUGH FAX/E-MAIL/CABLE/TELEX.
- T. IF OFFER IS FOUND TO BE BASED ON CARTEL ACTION IN CONNIVANCE WITH OTHER SOURCES/ PARTICIPANTS OF THE TENDER.
- U. IF OEM AND PRINCIPAL NAME AND COMPLETE ADDRESS IS NOT MENTIONED.
- V. ORIGINAL PRINCIPAL INVOICE IS NOT ATTACHED WITH OFFER.

39. **Appeals by Supplier/ Firm.** Any aggrieved Supplier/Firm against the decision of DP (N) or CINS or any other problematic area towards the execution of the contract may prefer an Appeal to Standing Appeal Committee (SAC) comprising PN Officers and military finance rep at Naval headquarters, Islamabad. The detail and timeline for preferring appeals is given below:

Understood agreed  Understood not agreed

S.No.	Category of Appeal	Limitation Period
a.	Appeals for liquidated damages	Within 30 days of decision
b.	Appeals for reinstatement of contracts	Within 30 days of decision
c.	Appeals for risk & expense amount	Within 30 days of decision
d.	Appeals for rejection of stores	Within 30 days of decision
e.	Appeals in all other Cases	Within 30 days of decision

40. **Limitation.** Any appeal received after the lapse of timelines given in para 39 above shall not be entertained.

Understood agreed  Understood not agreed

41. **For Firms not Registered with DGDP.** Firms not registered with DGDP undertake to apply for registration with DGDP prior signing of Contract. Details can be found on DGDP website [www.dgdp.gov.pk](http://www.dgdp.gov.pk). These firms can participate in tender iaw paras 12 and 14 above and provision of documentary proof regarding financial status of the firm alongwith NTN and GST registration copies.

Understood agreed  Understood not agreed

42. We solemnly undertake that all IT clauses marked as "Understood & Agreed" shall not be changed / withdrawn after tender opening. The IT provisions accepted shall form the baseline for subsequent contract negotiations.

Understood agreed  Understood not agreed

43. The above terms and conditions are confirmed in total for acceptance.

44. Format of DPL-15 (warranty form) and PBG are enclosed as Annex A & B.

45. **SECURITY (NON DISCLOSURE AGREEMENT) NDA**

a. The Supplier(s) shall undertake as per Annex-C that any information about the sale/ purchase of the stores under this contract shall not be communicated to any person, other than the manufacturer of the stores, or to any press or agency not authorized by the DP(N) to receive it.

b. Any breach on this account shall be punishable under the Official Secret Act-1923 in addition to termination of the contract at the risk of Supplier.

SINCERELY YOURS,

\_\_\_\_\_  
(TO BE SIGNED BY OFFICER CONCERNED)

RANK: \_\_\_\_\_

NAME: \_\_\_\_\_



DPL-15 (WARRANTY)

FIRM'S NAME: M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. We hereby guarantee that the articles supplied under the terms of this contract are produced new in accordance with approved drawings/specification and in all respect in accordance with the terms of the contract, and the materials used whether or not of our manufacture are in accordance with the latest appropriate standard specifications, as also in accordance with the terms of complete of good workmanship throughout and that we shall replace FOR/DDP Karachi free of cost every article or part thereof use or in use shall be found defective or not within the limits and tolerance of specifications requirement or in any way not in accordance with the terms of the contract.
2. In case of our failure to replace the defective stores free of cost within a reasonable period, we shall refund the relevant cost FOR/DPP Karachi (As the case may be in currency in with received).
3. This warranty shall remain valid for **01 Year** after the acceptance of stores by the end user

The signature must be the same as that on the tender/contract, or if otherwise must be shown to be the signature of a person capable of giving a guarantee on behalf of the contractor



SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_  
PLACE \_\_\_\_\_

**BANK GUARANTEE FOR PERFORMANCE ON  
JUDICIAL/E-STAMP PAPER OF RS.100/- OR AS  
SUITABLE TO THE AMOUNT OF BG**

1. Contract No. \_\_\_\_\_ Date \_\_\_\_\_
2. Name of Firm/Contractor \_\_\_\_\_
3. Address of Firm/Contractor \_\_\_\_\_
4. Name of Guarantor \_\_\_\_\_
5. Address of Guarantor \_\_\_\_\_
6. Amount of Guarantee \_\_\_\_\_  
( \_\_\_\_\_ )  
(in words)
7. Date of Expiry of Guarantee \_\_\_\_\_

**To: The President of Islamic Republic of Pakistan through the  
Controller of Military Accounts (Defence Purchase) Rawalpindi**

SIR,

8. Whereas your goodself have entered into Contract No. \_\_\_\_\_  
dated \_\_\_\_\_ with Messrs \_\_\_\_\_  
(Full Name and Address)

hereinafter referred to as our customer and that one of the conditions of the contract is the submission of unconditional bank guarantee by our customer to your goodself for a sum of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_).

9. In compliance with this stipulation of the contract, we hereby agree and undertake as under:

- a. To pay to you unconditionally on demand and/or without any reference to our customer an amount not exceeding the sum of Rs. \_\_\_\_\_  
Rupee \_\_\_\_\_ )  
would be mentioned in your written demand notice.

- b. To keep this guarantee in force till \_\_\_\_\_.

- c. That the validity of this bank guarantee shall be kept 60 days beyond of the original/extended delivery period or the warrantee of the stores which so ever is later in duration on receipt of information from our customer i.e. M/s \_\_\_\_\_  
or from your office. Our liability under this bank guarantee shall cease on the closing of banking hours on the last date of the validity of the bank guarantee claim received thereafter shall not be entertained by us whether your suffer a

loss or not. on receipt of payment under this guarantee, this document i.e. bank guarantee must be clearly cancelled, discharged and returned to us.

d. That we shall inform your office regarding termination of the validity of this bank guarantee one clear month before the actual expiry date of this guarantee.

e. That with the consent of our customer you may amend/alter any term/clause of the contract or add/delete any term/clause to/from this contract without making any reference to us. we do not reserve any right to receive any such amendment/alteration or addition/deletion provided such like actions do not increase our monetary liability under this bank guarantee which shall be limited only to Rs. \_\_\_\_\_ (Rupee \_\_\_\_\_).

f. That the bank guarantee herein before given shall not be affected by any change in the constitution of the bank or customer/Supplier or vendor.

g. That this is an unconditional Bank Guarantee, which shall be encashed on sight on presentation without any reference to our customer/Supplier or vendor.

### **GUARANTOR**

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Bank Seal and Signatures)

**UNDERTAKING / NON – DISCLOSURE CERTIFICATE**

1. I \_\_\_\_\_  
(Name & Appointment)

On behalf of

\_\_\_\_\_  
(Name for firm / Contractor)

\_\_\_\_\_  
(With address and Telephone number)

2. Do hereby submit an under taking to abide by the provision of Official Secrets Act 1923 and conditions hereinafter contained. Breach of these provisions on my part or any employee of the firm, in addition to any other penalty under law, will render immediate ceasing of further interaction and meetings.

Sig \_\_\_\_\_

Status/Appointment \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

1. Signature of witness \_\_\_\_\_

Name (in block capital) \_\_\_\_\_

CNIC No \_\_\_\_\_

(Please attach photocopy)

Address \_\_\_\_\_

\_\_\_\_\_

Seal & Date

2. Signature of witness \_\_\_\_\_

Name (in block capital) \_\_\_\_\_

CNIC No \_\_\_\_\_

(Please attach photocopy)

Address \_\_\_\_\_

\_\_\_\_\_

Seal & Date

**INVITATION TO TENDER FORM**

1. Schedule to Tender No **2383012/R-2311/380125/A DATED 02 OCT 23**. This tender will be closed for acceptance at 1030 Hours and will be opened at 1100 Hours on **17<sup>th</sup> Apr 24**. Please drop tender in the Tender Box No. 206 at DP (Navy).
2. You are requested to please use this Performa for price quotation, fill in the prices, affix your stamp on the same, sign it and forward it in original as your Commercial offer along with the covering letter of your firm. If you do not use this form as price quotations your offer may be rejected.
3. Please tick the prescribed IT instructions and confirm complied or not complied in the column given in front of each instruction.
4. You are requested not to use ink of any color other than black and there should be no writing/overwriting except in the column/columns specified for that purpose.
5. Any overwriting will render your offer liable for rejection.
6. You are requested to please attach DP-1 and DP-3 along with your quotation duly signed & stamped. Same can be requested from DP(N) at Email [ADPN38@PAKNAVY.GOV.PK](mailto:ADPN38@PAKNAVY.GOV.PK)

<b>S NO</b>	<b>DETAIL OF STORES</b>	<b>QTY/ UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
	Category of items: <b>PVMS Drugs</b> (07 x Items) List of items and quantities: As per Annex A Special/ General Instructions: As per Annex B. Criteria for selection of Firms & evaluation of brands for supply of medicines: As per Annex C.	As per Annex A		
	<b><u>NOTE:</u></b> 1. Technical offer on firm's letterhead must be attached with the DP-2 on separate sheet duly complied and stamped. Firms stamping/ signing on DP-2 and not providing separate technical quotes will be rejected. 2. All documents/ certificates required for evaluation of firms and brands are to be enclosed with Technical Offer.			
	18% GST			
	Grand Total			

## **Terms & Conditions**

1. **General Instructions.** As per Annex B and Annex C.
2. **Terms of Payment.** 80% on inspection note (after successful acceptance/ inspection of stores) & 20% after issuance of CRV.
3. **Origin of Stores.** To be indicated by firm
4. **Name of Manufacturer/ Brands.** To be indicated by firm
5. **Technical Scrutiny Report.** Required.
6. **Delivery Period.** 1<sup>st</sup> July 2024 to 30<sup>th</sup> June 2025. (As per Annex B).
7. **Currency.** Pak Rupees.
8. **Basis for acceptance.** FOR/ DDP basis
9. **Bid validity.** The validity period of quotations must be indicated and should invariably be 120 days from the date of opening of commercial offer or 30th June whichever is later.
10. **Tendering procedure** Single Stage - Two Envelope bidding procedure will be followed. PPRA Rule 36(b) as given below:
  - a. **Technical Offer:** Evaluation of firms and Evaluation of brands as per criteria given in Annex B and C.
  - b. **Commercial Offer:** Only those firms how are cleared technically will be considered for commercial offer. Accordingly commercial offer of only selected firms for accepted brands will be considered for award of contract based on the principle of "Lowest technically evaluated bid".
11. **Earnest Money/Tender Bond:-** Your tender must be accompanied by a **Call Deposit Receipt (CDR) in favor of CMA (DP), Rawalpindi** for the following amounts.
  - a. **Rates FOR Contract.** The rate of earnest money and its maximum ceiling for different categories of firms would be as under:-
    - (i) **Registered/Indexed/Pre-Qualified Firms.** 1% of the quoted value subject to maximum ceiling of Rs. 0.05 Million.
    - (ii) **Registered/Pre-Qualified but Un-indexed Firms.** 1.5% of the quoted value subject to maximum ceiling of Rs. 0.1 Million.
    - (iii) **Unregistered/not Pre-Qualified/Un-indexed Firms.** 2.5% of the quoted value subject to maximum ceiling of Rs. 0.2 Million.
    - (iv) **Submitting Improper Earnest Money.** Earnest Money/ Bid Security furnished with tender is strictly in conformity of tender/ IT condition (Clause 14 of DP-1 and Clause 11 of DP-2) on the subject. We have no objection on confiscation of Earnest Money/ Bid security and rejection of our offer in case amount of Earnest Money/ Bid Security is improper/ Insufficient in violation of IT Condition.

b. **Return of Earnest Money**

- (i) Earnest money to the unsuccessful bidders will be returned on finalization of the contract.
- (ii) Earnest money of the firm/firms with whom contract is concluded will be returned on submission of Bank Guarantee and its acceptance by CMA (DP).

12. **Special Note.**

- a. All Participating firms must submit technical offers in duplicate (one for TSR committee and one for DP (Navy) record).
- b. Unregistered firms are to submit a certificate along with their Technical offer stating that the firm is not black listed by any government organization and not under disciplinary trial or embargo.
- c. Firms, un-registered / un-indexed with DGDP (Registration Section) are to acquire prior approval from DP (Navy) to participate in the tender competition through formal application accompanied by Challan Form of Rs 2,000.00 in favour of CMA (DP).
- d. Only registered suppliers on Active Taxpayers List (ATL) of FBR are eligible to participate in the Tender and submit quote.**
- e. Release of payments is subject to mandatory submission of Filer Certificate duly issued by FBR showing the name of supplier on Active Taxpayers List (ATL). No payment will be released by CMA(DP) unless latest Filer Certificate duly issued by FBR showing the name of supplier on its Active Taxpayers list is submitted along with payment documents.**
- f. In case of Pakistani firms, sales tax, NTN and income tax registration certificates are to be attached with the technical and commercial offers both. These certificates are mandatory with the BID, otherwise offer shall be REJECTED.
- g. Company registration certificates are to be attached with offer.
- h. Requisite amount of earnest money (in shape of CDR in the favour of CMA (DP)) is to be attached in separate envelope in sealed condition with the Technical offer. Photocopy of the same shall also be attached with DP-2 as a testimony. **Cheques/ crossed cheques, shall not be accepted in any case. Earnest money can be verified at any stage.**
- j. Duly completed Form DP-1 and DP-3 are to be attached with Technical Offer.
- k. DP-2 Form shall also be submitted with Technical Offer without mentioning of prices.

**Note: In case of failure to comply with the above instructions, Terms and Conditions, offer shall be liable for rejection.**

## ANNEX A

### TENDER NO. 2383012/R-2311/380125/A DATED 02 OCTOBER 2023

#### General Instructions:

1. Firms are to fill all fields of this form **except unit price** and attach this page with “**Technical Offer**” duly signed/ stamped.
2. Firms are to fill all field of this form **including unit price** and attach the page with “**Commercial Offer**” duly signed/ stamped.
3. Equivalent Brands with compatible specifications also acceptable.
4. Firms are to specify **quoted brands with manufacturer & Country of Origin** CLEARLY.
5. **Firms are to quote “A/U” as per IT.**
6. **Sample of brands will be provided by the firms (if required).**

Item No.	(PVMS / NIV No)	Description of Stores / Preferred Brands (Nomenclature /Generic Name (Equivalent Brands acceptable)	Strength/ Specs	A/U	Qty Req	Sample Required	Brand Quoted by the Firm	Manufacturer	Country of Origin	Quoted (Yes/ No)	Unit Price	GST (If Any)
1.	1530	ASCORBIC ACID	500 MG	TAB/CAP	200,000	Not Req						
2.	1533	MULTIVITAMIN		TAB/CAP	2,000,000	Not Req						
3.	1539	VITAMIN B COMPLEX		TAB/CAP	1,300,000	Not Req						
4.	1548	FERROUS SULPHATE (IRON)	50 MG / 5 ML ( 120 ML )	BOTT (ELIXIR)	45,000	Not Req						
5.	1241	ERYTHROPOEITIN	4000 IU	AMP/VIAL	15,000	Not Req						
6.	1242	ERYTHROPOEITIN	10000 IU	AMP/VIAL	8,000	Not Req						
7.	1550	FOLIC ACID	5 MG	TAB/CAP	1,500,000	Not Req						



**TENDER NO. 2383012/R-2311/380125/A DATED 02 OCT 23****SPECIAL INSTRUCTIONS / TERMS AND CONDITIONS**

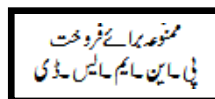
<b><u>Description</u></b>	<b><u>Firm's Remarks Comply / Not Comply</u></b>
<p>1. <b><u>GENERAL</u></b></p> <p>a. All medical stores items will be according to Generic nomenclature as per PVMS/NIV lists. Any deviation will not be accepted.</p> <p>b. Supplied medical stores should have atleast 2 years/minimum of 70% remaining shelf life at the time of delivery with some exceptions:-</p> <p style="padding-left: 40px;">(1) The surgical disposables having shelf life of 05 years or more are acceptable at minimum of 50% shelf life.</p> <p style="padding-left: 40px;">(2) Lab kits with 50% shelf life are accepted.</p> <p style="padding-left: 40px;">(3) In case of emergent requirement stores with less shelf life can be accepted at the discretion of inspection authority to fulfill user requirement.</p> <p>c. The under taking from the company/distributor for replacing the same with fresh stock (if not consumed) will be provided by the contractor for items in para b (1), &amp; (2) above.</p> <p>d. The supplier/firm is bound to replace the near expiry (06 months) medical stores with fresh stock if not consumed without any extra charges.</p> <p>e. Delivery challan and invoice must include the information i.e nomenclature, batch number, and manufacturing and expiry date at the time of delivery of goods.</p> <p>f. Supplier/firm will ensure provision of Analysis Report of chemical/regents &amp; lab kits in case of manufacturing and expiry date are not mentioned. Otherwise supply will not be accepted. The Quality Control/Quality Assurance test report of other medical store items supplied at PNMSD/PNS HAFEEZ will be submitted as and when required.</p> <p>2. <b><u>PACKING:</u></b> The dispensing items must be delivered in proper sealed bottles/containers of good quality with proper labeling (as per durg Act 1976) clearly specifying all the pre-requisite information.</p> <p>3. <b><u>DELIVERY:</u></b></p> <p>a. Medicines will be demanded and delivered as per supply order on quarterly basis or as and when required during: <b>1<sup>st</sup> July 2024 to 30<sup>th</sup> June 2025.</b></p> <p>b. The consignee is bound to take minimum 75% of the entire contracted quantity of this contract and demand will be governed according to the requirement. The supplier will not claim any compensation on this account, quantities of items may be 15% enhanced i.a.w PPRA rules.</p> <p>c. Every item must be stamped (by laser printing) PNMSD Not for Sale and stamp should be visible clearly on the outer carton, vial, ampoules, bottles and on blister packing etc.</p> <p>d. Compliance to national and international standards of Cold Chair Facility is mandatory for supplier. Failing which the items will be returned.</p> <p>e. Contractor/Supplier is bound to supply required medicine within 30</p>	

days of the supply order, in case of late delivery of stores, LD charges will be imposed as per DPP&I-35 (Revised 2019) @ 1% TO 2% per month of the value of stores delivered late However, maximum penalty shall not exceed 10% of the total value of such stores.

4. **INSPECTON:**

Inspection of stores will be carried as per following parameters:

- a. Quantities supplied are according to supply order.
- b. Will ensure proper shelf life i.e minimum 70% or 2 years.
- c. Will ensure inner & outer packing of product according to the standards. No worn out of tempering of seals allowed.
- d. There should be no breakage of ampoules/Vial, foil/blisters & bottle.
- e. Date of expiry & manufacturing date should be clearly mention on outer and inner packing material.
- f. Batch number on inner & outer packing should be printed/engraved.
- g. Following stamps should be clearly mentioned on all vial/ampoules/blister/foil/bottles and also on outer packing **“NOT FOR SALE FOR PNMSD USE ONLY” &**



- h. Ensure proper storage of medicines, in case of temperature sensitive items to ensure cold chain.
- j. Ensure all the particulars i.e product name, quantity, batch No, Mfg date and expiry date are mention on DC.
- k. Product supplied should be of single or two batches, multiple batches are not acceptable.

5. **AFMSL/TESTING** Random samples out of delivered stores by supplier, will be sent for AFMSL/DTL testing on discretion of purchaser. Quantities of items consumed/sent for testing will be replenished free of cost by supplier.

6. **TEST AND INSPECTION EXPENDITURE**

- a. Whenever incurred will be borne by supplier.
- b. Any product of the firm that is declared 'Spurious' substandard by any government/contracted lab all products of that firm will be rejected.
- c. The firm should not have any biotech recall history of being substandard/adulterated for last two years.

**ANNEX C**  
**PNMSD INDENT/ TENDER**

**EVALUATION CRITERIA FOR SELECTION OF FIRMS & EVALUATION OF BRANDS FOR SUPPLY OF MEDICINES**

1. While adhering to the PPRA Rules-2004, this Evaluation Criteria has been set forth based on which selection of firms and evaluation of brands of medicines will be made as per schedule of stores given in this tender. The evaluation criteria comprise of two parts (1) Evaluation Criteria for Selection of Firms (2) Evaluation Criteria for selection of various brands of Medicines/ Stores. The same are covered in succeeding paragraphs.

**PART-I: EVALUATION CRITERIA FOR SELECTION OF FIRMS/ SUPPLIERS**

2. As laid out in PPRA-2004, companies/ suppliers participating in the tender must fulfill the eligibility criteria laid down hereunder in totality. In case any clause is not applicable on certain products/ types of medicines, the same should be replied as “Not Applicable” along with cogent reasons/ justification.

a. **Licenses**

- (1) Manufacturer shall provide valid Drugs Manufacturing License.
- (2) Sole agents of Foreign Principal shall provide Valid Drugs Sale license.
- (3) Sole agents/importers will also provide valid sole agency agreement.
- (4) Manufacturers represented by distributor are to submit their drug sale license along with manufacturer's license and authority letter of companies being represented.

b. **Good Manufacturing Practices (GMP) Certificate**

- (1) Firm shall provide valid GMP certificate. The firm whose GMP certificate is expiring by June 2018 and applied for renewal in time but the inspection not conducted by Drug Regulatory Authority of Pakistan/ concerned Regulatory Authority then last issued GMP certificate will be considered valid, however, the firm will provide GMP upon receipt of the same but before signing of contract.
- (2) In case of imported products valid GMP certificate or equivalent issued by the regulatory authority of manufacturer's country will be accepted.

c. **ISO Certificate or equivalence from country of origin**

- (1) ISO certification or equivalent for manufacturing of pharmaceuticals is to be submitted along with documents.
- (2) In case of distributor, ISO certificate from the manufacturer being represented is to be submitted.

d. **Analysis Report.** Analysis report of products being quoted preferably from Central Drug Laboratories (CDL), Armed Forces Medical Stores Laboratory (AFMSL) or any other government agency or in case same is not available analysis report of the company will be submitted for each product.

e. **Spurious Adulterated And Sub Standard Drug**

- (1) Any firm whose product is declared 'Spurious' by any Government Laboratory will not be eligible.
- (2) If during testing of samples any product is declared sub-standard or adulterated the firm will not be eligible.
- (3) If the firm is convicted by Drug Court during last three years the same will not be eligible.

f. **Financial Health**

- (1) A summary of continuous supply records for last three years of each quoted product to ascertain the availability of product in the local market.
- (2) The firm shall provide volume of sales in terms of units/ cost for last three years.
- (3) Audit report and tax return for last one year.
- (4) NTN and GST certificates of firm/ distributor/ importer.
- (5) Annual turnover of goods must be Ten times more than the approximate quantities mentioned in the tender. Documentary proof of the same is to be provided.

g. **HVAC System**

- (1) The production unit must have a proper HVAC system.
- (2) Certification of the same is to be provided.

h. **Registration (Permanent / Provisional) with DGDP**

- (1) As given in Form DP-1, all participating firms / suppliers should preferably be registered with DGDP. However, all non-registered firms MUST be willing to register with DGDP (Permanent or Provisional) to qualify for this tender.
- (2) For all non-registered firms, security clearance will be carried out by DGDP (F.S Section) through ground-check prior their registration. All those firms who do not provide requisite verification documents for registration / security clearance shall not be considered for award of contract.
- (3) If any information given was found to be incorrect, incomplete or materially inaccurate, the entire offer will be rejected i.a.w Rule-18 of PPRA-2004.
- (4) If the supplying firm is already black listed by any government procuring agency the offer will be rejected i.a.w DPP&I-35 (Revised 2019) promulgated by MoDP / DGDP

**PART-II: EVALUATION CRITERIA FOR SELECTION OF BRANDS / TYPES OF MEDICINES & MEDICAL STORES (AS APPLICABLE)**

3. In addition to the criteria laid down above for selection of firms/ suppliers peculiar to the production / delivery of medicines, various brands/ types of medicines quoted by eligible firms/ suppliers shall be selected by standing Medical Stores Advisory committee (MSAC) based on evaluation process given hereunder:

- a. **Efficacy in relation to Drug patient recover rate.**
  - (1) As the efficacy of different brands varies considerably directly affecting the length of treatment and total cost, hence MSAC will assess the rate of recovery of different brands.
  - (2) Those brands that have shown better recovery rate will be endorsed.
- b. **Patient Compliance**
  - (1) MSAC in co-ordination with concerned specialists, will assess patient compliance of different brands.
  - (2) Drugs having better compliance with respect to following will be accepted:
    - (a) Presentation
    - (b) Taste
    - (c) Smell
    - (d) Intensity of side effects
    - (e) Faith of prescriber/user
- c. **Availability of Drug in Market.** Brands that are easily available & are well reputed will be selected.
- d. **Strength Package of Drugs.** As requirement varies with patients following shall be considered for selection:
  - (1) Availability of product in different strengths.
  - (2) Availability of product in different dosage forms like tablets, injections & syrups.
- e. **Clinical Trials/ Time Tested Brands.** Following brands / types shall be preferred:
  - (1) Past experience of brands with respect to efficacy & quality.
  - (2) Patient feedback to particular/ specific brands.

**DISQUALIFICATION OF SUPPLIERS / FIRMS**

4. As laid out in Rule-17 of PPRA-2004, DP (Navy) reserves the right to reject any offer(s) at any stage of the procurement proceedings, upon having credible reasons for or *prima facie* evidence of any defect in suppliers / firms capacities or inaccurate claims made for specific brands / types of medicines to be fully compliant to the aforementioned criteria irrespective of the fact that whether such firms / brands were already pre-qualified / selected or not. This disqualification may, *inter alia*, be made along with confiscation of earnest money (bid security) and / or any other disciplinary / legal action as prescribed in DPP&I-35 (Revised 2019) and Rule-19 of PPRA-2004.

## **POINT OF CONTACT REGARDING ANY TECHNICAL QUERIES**

5. In case of any queries related to technical nature or specifications of medicines / items required under this tender, following point of contact is to be approached for clarification / guidance between **8.00 AM to 3.00 PM** hours on any working day:

CDR RASHID ALI  
O I/C PNMSD at PNS SHIFA  
DHA-Phase-II, KARACHI

Telephone: 021-48506513  
021-48506639

**Commandant PNS SHIFA**  
**Telephone: 021-48506501**

**Commandant PNS HAFEEZ**  
**Telephone: 051-20063297**

TENDER NO- **2383012/R-2311/380125/A**  
**DATED 02 Oct 23...**

NAME OF THE FIRM.....  
DGDP REGISTRATION NO.....  
ADDRESS.....  
TELEPHONE NO. ....  
OFFICIAL E-MAIL.....  
FAX NO .....  
MOBILE NO .....

To: THE DIRECTOR OF PROCUREMENT  
(SECTION P-38)  
THROUGH BAHRIA GATE, NEAR SNID CENTRE,  
NAVAL RESIDENTIAL COMPLEX, SECTOR E-8  
ISLAMABAD.  
TEL: 051-20062079

DEAR SIR

DATE \_\_\_\_\_

1. I/WE HEREBY OFFER TO SUPPLY TO THE DIRECTOR OF PROCUREMENT (NAVY) THE STORES DETAILED IN SCHEDULE TO THE TENDER INQUIRY OR SUCH PORTION THEREOF AS YOU MAY SPECIFY IN THE ACCEPTANCE OF TENDER AT THE PRICES OFFERED AGAINST THE SAID SCHEDULE AND FURTHER AGREE THAT THIS OFFER WILL REMAIN VALID UP TO **120 DAYS** AND WILL NOT BE WITHDRAWN OR ALTERED IN TERMS OF RATES QUOTED AND THE CONDITIONS ALREADY STATED THEREIN OR ON BEFORE THIS DATE. I/WE SHALL BE BOUND BY A COMMUNICATION OF ACCEPTANCE TO BE DISPATCHED WITHIN THE PRESCRIBED TIME.

2. I/WE HAVE UNDERSTOOD THE INSTRUCTIONS TO TENDERS AND GENERAL CONDITIONS GOVERNING CONTRACT IN FORM No. DPP&I-35 (REVISED 2019) INCLUDED IN THE PAMPHLET ENTITLED, GOVERNMENT OF PAKISTAN, MINISTRY OF DEFENCE (DIRECTORATE GENERAL DEFENCE PURCHASE) "GENERAL CONDITIONS GOVERNING CONTRACTS" AND HAVE THOROUGHLY EXAMINED THE SPECIFICATIONS/DRAWINGS AND/ OR PATTERNS QUOTED IN THE SCHEDULE HERETO AND AM/ARE FULLY AWARE OF THE NATURE OF THE STORES REQUIRED AND MY/OUR OFFER IS TO SUPPLY STORES STRICTLY IN ACCORDANCE WITH THE REQUIREMENTS.

3. THE FOLLOWING PAGES HAVE BEEN ADDED TO AND FORM PART OF THIS TENDER:

- A. ....
- B. ....
- C. ....

YOURS FAITHFULLY,  
.....  
(SIGNATURE OF TENDERER)  
.....  
(CAPACITY IN WHICH SIGNING)  
ADDRESS:.....  
DATE.....  
SIGNATURE OF WITNESS.....  
ADDRESS.....

\*INDIVIDUAL SIGNING TENDER AND/OR OTHER DOCUMENTS CONNECTED WITH A CONTRACT MUST SPECIFY:-

- (a) WHETHER SIGNING AS "SOLE PROPRIETOR" OF THE FIRM OR HIS ATTORNEY.
- (b) WHETHER SIGNING AS A "REGISTERED ACTIVE PARTNER" OF THE FIRM OR HIS ATTORNEY.
- (c) WHETHER SIGNING FOR THE FIRM "PER PROCURATION".
- (d) IN THE CASE OF COMPANIES AND FIRMS REGISTERED UNDER THE ACT, 1913 AS AMENDED UP-TO-DATE AND UNDER THE PARTNERSHIP ACT 1932, THE CAPACITY IN WHICH SIGNING E.G., THE DIRECTOR, SECRETARY, MANAGER, PARTNER, ETC. OR THEIR ATTORNEY AND PRODUCE COPY OF DOCUMENT EMPOWERING HIM SO TO SIGN, IF CALLED UPON TO DO SO.
- (e) Principal's Performa invoice (in original)
- (f) Earnest money
- (g) Treasury Challan Form for tender Fees as applicable

**NECESSARY DATA FOR ISSUANCE OF CONTRACTS ON BID SECURITY/EARNEST MONEY**

**IMPORTANT**

Each column must be filled in with BLOCK CAPITAL LETTERS, incompleteness shall render disqualification.

1. Name : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Address (Residential) : \_\_\_\_\_

\_\_\_\_\_

4. Designation in Firm : \_\_\_\_\_

5. CNIC : \_\_\_\_\_

(Attach Copy of CNIC)

6. NTN : \_\_\_\_\_

(Attach Copy of NTN)

7. Firm's Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Date of Establishment of Firm : \_\_\_\_\_

9. Firm's Registration Certificate with FBR/Chamber of Commerce/Registrar of Companies.  
(Attach Copy of relevant CERTIFICATE)

10. In case PARTNERSHIP (Attach particulars at serial 1,2,3,4,5 and 6 of each partner).

(Kindly fill in the above form and forward it under your own letter head with contact details)