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**Tender Covering Form**  
**Directorate of Procurement (Navy)**  
**Through Bahria Gate**

Contact: Reception 051-9262311, Bahria Gate 0331-5540649, Section: 051-9262314  
Email: adpn33@paknavy.gov.pk

**P-33/FOR Section (Contact: 051-9262314)**

**Tender No and Date** R-2401/330253/1

**Tender Description** Case Pillow Cotton

**IT Opening Date** 12/05/2025

**Firm Name** \_\_\_\_\_

**Postal Address** \_\_\_\_\_

**Email Address for Correspondence** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

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

**Document to be Attached with Quotation**

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

**Sealed Envelop 1 – Technical Offer in Duplicate**

This envelope must contain 02 x sets of Technical Offer (01 x Original + 01 x Copy). Each Set must contain following documents as per this order and Supplier is to mark tick against each to ensure that these documents have been

S No	Document	Original Set	Copy Set
1	Bank Challan of Rs. 200/- for DGDP registered firms and Rs. 300/- for all other firms (in favour of CMA(DP))		
2	DP-1 Form of IT with tick mark against each clause and initiated on each page		
3	DP-2 Form of IT with compliance remarks against each clause and initiated on each page		
4	Annex A of IT duly filled (with compliance remarks)		
5	Annex B & C of IT (with compliance remarks)		
6	DP-3 Form of IT (duly filled & Signed)		
7	Manufacturer Authorization letter (where applicable)		
8	Manufacturer Price list (where applicable)		
9	DRAP registration letter (in case of medical)		
10	DGDP Registration Letter (If firm is registered with DGDP)		
11	Tax Filing Proof		

**Sealed Envelop 2 – Earnest Money**

This Envelop must contain Earnest Money only.

**Sealed Envelop 3 – Commercial Offer**

This Envelop must contain following documents:

1	Firms Commercial Offer	01 x Original	
2	Principal Invoice (where applicable)	01 x Original	
3	Duly filled DP-2 Form of IT	01 x Original	

**Firms Declaration**

It is certified that we have submitted tender in compliance with above instructions and we understand

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

DIRECTORATE PROCUREMENT (NAVY)

## Directorate of Procurement (Navy)

Through Bahria Gate  
Near SNIDS Centre,  
Naval Residential Complex

Contact: Reception: 051-9262311

Bahria Gate: 0331-5540649

Section: 051-9262314

Email: adpn33@paknavy.gov.pk

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

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

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 covering general terms and 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 (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.

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not agreed

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3 Conditions Governing Contracts. The 'Contract' made as result of this I/T (Invitation to Tender) i.e.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 and Instructions and DPP&I-35 and other special conditions that may be added to given contract for the supply of Defence Stores / Services specified herein.

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**Delivery of Tender:** The tender documents covering technical and commercial offers are to be furnished as under:-

a **Commercial Offer:** The commercial offer will be in single copy 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.

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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:

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

(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.

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d Firms shall submit their offers in two separate envelopes (i.e: one copy of commercial offer and two copies of the technical offers 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 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 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 (alongwith annexes), DP-3 and Questionnaires duly filled in are to be submitted with the technical 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.

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f. The tender duly sealed will be addressed to the following:-

Directorate of Procurement (Navy)  
Through Bahria Gate  
Near SNIDS Centre,  
Naval Residential

Contact: Reception: 051-9262311  
Bahria Gate: 0331-5540649  
Section: 051-9262314

Email: [adpn33@paknavy.gov.pk](mailto:adpn33@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 051-9271468 well before the opening date / time.

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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 and time specified in DP-2 would be rejected without exception and returned un-opened i.a.w Rule 28 of PPRA-2004.

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7. Validity of Offer.

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a. 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. 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.

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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.

### 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.

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### 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 firms 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).

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### 10. Return of IT.

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 firms name from our future distribution list of invitation to tender.

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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.

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### 12. Provision of Documents in case of Contract.

In case any firm wins

a contract, it will deposit following documents before award of contract:

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a. Proof of firms 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.

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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.

b. Firms, un-registered / un-indexed with GDP (Registration Section) are) to participate in the tender by submitting Challan Form of Rs 300 in favour of CMA (DP).

**14. Earnest Money/Tender Bond:**

Please ensure Earnest Money is contained in a separate envelop (not inside Technical or commercial offer). Offer is liable to be rejected in case Earnest Money is packed inside commercial or Technical offer. Your tender must be accompanied by a Call Deposit Receipt (CDR) in favor of CMA (DP), Rawalpindi for the following amounts:-

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a. Submitting improper Earnest Earnest Money/Bid Security furnished with tender is strictly in conformity of tender/IT conditions (Clause 14 of DP-1 and clause 10 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. Rates for Contract. The rate of earnest money and its maximum cell for different categories OF FIRMS would be as under:-

- (i) Registered/Indexed/Pre-Qualified Firms. 2% of the quoted value subject to maximum ceiling of Rs. 0.500 Million.
- (ii) Registered/Pre-Qualified but Un-indexed 3% of the quoted value subject to maximum ceiling of Rs. 0.750 Million.
- (iii) Unregistered/not Pre-Qualified/Un-indexed 5% of the quoted value subject to maximum ceiling of Rs. 1.000 Million.

c. 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:-

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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
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 and Specialist User or a team nominated by Pakistan Navy. CINS inspection shall be as prescribed in DPP & I-35 or as per terms of the contract.

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17. Condition of Stores Brand new stores will be accepted on Firms Warranty/Guarantee Form DPL-15 enclosed with contract.

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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

(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 not agreed ☐

a. 1st rejection on Govt. expense

b. 2nd rejection on supplier expense

c. 3rd rejection contract cancellation will be initiated.

**2.0 . Rejection of Stores/Services.**

To ensure timely and correct supply of stores the firm will furnish an unconditional Bank Guarantee (BG in the currency in which contract is concluded) from a schedule Bank of Pakistan for an amount upto 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 and remain in force till one year ahead of the delivery date given in the contract. 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 one year ahead 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.

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**2.1 . 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 and understood for strict compliance:

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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.e. Rule-7 of PPRA-2004. The form is available at [www.ppra.org.pk](http://www.ppra.org.pk) or can be requested at [dpn@paknavy.gov.pk](mailto:dpn@paknavy.gov.pk)

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, PERMANENT BLACKLISTING of firm / company through DGDP and legal action against the individual (s) involved as per Pakistans 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 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 Respective Section 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.

**2.2 . 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 and Consignee respectively with copy endorsed to the DP (Navy).

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**2.3 . 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.

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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

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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.

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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.

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.

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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.

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.

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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 binding arbitration as provided below:

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- 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

29. Court of Jurisdiction. In case of any dispute only court of jurisdiction at Rawalpindi, Pakistan shall have jurisdiction to decide the matter

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30. Liquidated Damages(LD). Liquidated Damages upto 2% per month are liable to be imposed on the suppliers by the purchaser in accordance with DPP & I-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.

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31. Risk Purchase. 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 DPP & I-35.

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32. Compensation Breach of Contract. 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.

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3. Gratuities/Commission/Gifts.

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.

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34. Termination of Contract.

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.

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b. In the case of remainder of the undelivered stores/goods/services the Purchaser may elect either:

(i) To have any part thereof completed and take the delivery thereof at the contract price or.

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

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

35. Rights Reserved. Directorate of Procurement (Navy), Rawalpindi 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).

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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.

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37. Acknowledgment.

Firms will send acknowledgment slips within 07 days from the date of downloading of IT from the PPRA Website i.e. www.ppra.org.pk

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38. Disqualification.

Offers are liable to be rejected if:-

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- a. Received later than appointed/fixed date and time.
- b. Offers are found conditional or incomplete in any respect.
- c. There is any deviation from the General /Special/Technical Instructions contained in this tender.
- d. Forms DP-1, DP-2 (along with Annexes), and DP-3 duly signed, are NOT received with the technical offer.
- e. Taxes and duties, freight/transportation and insurance charges NOT indicated separately as per required price breakdown mentioned at Para 17.
- f. Treasury challan is NOT attached with the technical offer.
- g. Multiple rates are quoted against one item.
- h. Manufacturers relevant brochures and technical details on major equipment assemblies are not attached in support of specifications.
- i. Subject to restriction of export license.
- j. Offers (commercial/technical) containing non-initialed/ unauthenticated amendments/corrections/overwriting.
- k. If the validity of the agency agreement is expired.
- l. The commercial offer against FOB/CIF/CandF tender is quoted in local currency and vice versa.
- m. Principals invoice in duplicate clearly indicating whether prices quoted are inclusive or exclusive of the agent commission is not enclosed.
- n. Earnest money is not provided.
- o. Earnest Money is not provided with the technical offer (or as specified).
- p. If validity of offer is not quoted as required in IT or made subject to confirmation later.
- q. Offer made through Fax/E-mail/Cable/Telex.
- r. If offer is found to be based on cartel action in connivance with other sources/ participants of the tender.
- s. If OEM and principal name and complete address is not mentioned.
- t. Original Principal Invoice is not attached with offer.

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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

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

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

Understood  
agreed

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Understood  
not agreed

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41. For Firms not Registered with 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

Understood  
agreed

☐

Understood  
not agreed

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42. Firms which are not registered with DGDP should initiate provisional registration in accordance with Para 41. Besides, ground check by Field Security (FS) Team will be made for security clearance related to participation in the tender after technical opening. Firms undertake to provide following documents for ground check by FS Team:

Understood  
agreed

☐

Understood  
not agreed

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- a. NTN
- b. Income Tax Return
- c. Sales Tax Return
- d. Sales Tax Certificate
- e. Chamber of Commerce Industry Certificate
- f. Professional Tax Certificate (Excise and Taxation)
- g. Office/Home/Ware House Property documents
- h. Utility Bills (Phone/Electricity)
- j. Firm Vehicle/Personal Vehicle
- k. CEO Visiting Card/NIC Copy, 03Xspecimen signature of CEO
- l. DGDP Registration letter
- m. Firm Bank Statement
- n. Non Black List Certificate
- p. 2 X Witness + CNIC and Mobile Numbers
- q. Police Verification
- r. Agency Agreement
- s. OEM Certificate
- t. ISO Certificate
- u. Stock List with value
- v. Company Profile/Broachers
- w. Employees List
- x. Firm Categories
- y. Sole Proprietor Certificate
- z. Partnership Deed
- aa. Pvt Limited
- ab. Memorandum of Articles
- ac. Form 29 and Form A
- ad. Incorporation Certificate

43. We solemnly undertake that all IT clauses marked as "Understood and 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

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

Understood  
agreed

Understood  
not agreed

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

Understood  
agreed

Understood  
not agreed

☐☐

Sincerely yours,

\_\_\_\_\_  
(To be Signed by Officer Concerned)

Rank: \_\_\_\_\_

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

INVITATION TO TENDER FORM

1. Schedule to Tender No. 235006/R-2401/330253/1 This tender will be closed for acceptance at 1030 Hours and Will be opened at 11:00 Hours on 2025-05-12. Please drop tender in the Tender Box No. 203
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 might be rejected.
3. You are requested to please attach DP-1 and DP-3 alongwith your quotation duly signed and stamped. Same are available at [www.ppra.org.pk](http://www.ppra.org.pk)

S NO	DETAIL OF STORES	QTY	UNIT PRICE	TOTAL PRICE
1	8415501900965   CASE PILLOW COTTON Detailed: Technical Specification Special Instructions: As Per Annex A General Instructions : As Per Annex B	72,000 NUMBERS		
Above mentioned price includes 18% sale Tax (Please tick Yes or No)		Yes		No
	Grand Total			

## Terms and Conditions

1. Terms of Payment As per Annex B
2. Origin of OEM INDEGENOUS
3. Origin of Stores INDEGENOUS
4. Technical Scrutiny Report Required
5. Delivery Period 50% by 31 September 2025 & 50% by 31 December 2025
6. Currency PAK RUPEES
7. Basis for acceptance FOR
8. 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. 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.e. PPRA Rule-26.
9. Tendering procedure Single Stage - Two Envelopes  
bidding procedure will be followed . PPRA Rule 36 refers.

## 10. Earnest Money/Tender Bond

Please ensure Earnest Money is contained in a separate envelop (not inside Technical or commercial offer). Offer is liable to be rejected in case Earnest Money is packed inside commercial or Technical offer. Your tender must be accompanied by a Call Deposit Receipt (CDR) in favor of CMA (DP), Rawalpindi for the following amounts:-

a . Submitting improper Earnest Earnest Money/Bid Security furnished with tender is strictly in conformity of tender/IT conditions (Clause 14 of DP-1 and clause 10 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 . Rates for Contract The rate of earnest money and its maximum ceil for different categories OF FIRMS would be as under:-

- (i) Registered/Indexed/Pre-Qualified Firms 2% of the quoted value subject to maximum ceiling of Rs. 0.500 Million.
- (ii) Registered/Pre-Qualified but Un-indexed 3% of the quoted value subject to maximum ceiling of Rs. 0.750 Million.
- (iii) Unregistered/not Pre-Qualified/Un-indexed 5% of the quoted value subject to maximum ceiling of Rs. 1.000 Million.

c . 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).



3. Special Note.

All Participating firms must submit technical offers in duplicate (one for TSR committee and one for DP (Navy) record).

- a. Unregistered (Not registered with Directorate General Defense Purchase) firms must provide the documentary evidence of their financial capability to undertake the project.
- 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. Only registered suppliers on Active Taxpayers List (ATL) of FBR are eligible to participate in the Tender and submit quote.
- d. 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 alongwith payment documents.
- e. In case of Pakistani firms, sales tax, NTN and income tax registration certificates are to be attached with the offer. These certificates are mandatory with the BID, otherwise offer shall be REJECTED.
- f. Company registration certificates are to be attached with offer.
- g. Requisite amount of earnest money (in shape of CDR/Demand Draft/Pay Order in the favour of CMA (DP) is to be attached in separate envelop 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. Technical offers received without earnest money shall not be accepted and will be rejected on spot.
- h. Duly completed Form DP-1 and DP-3 are to be attached with Technical Offer.
- i. DP-2 Form shall also be submitted with Technical Offer without mentioning of prices. Moreover, compliance or otherwise against each para/requirement of Annex A, B & C duly signed and stamped by firm authorized rep is to provide for technical scrutiny.
- j. Price preference is admissible to local manufacturers over foreign vendors as per PPRA Rule 24 and Govt of Pakistan (Ministry of Commerce) SRO 827 (I)/2001.

Note: In case of failure to comply above instructions, Terms and conditions, offer will liable for rejection.

TD-097856

The Director of Naval Stores  
Naval Headquarters  
ISLAMABAD

Directorate of Inspection &  
Technical Development  
Supply Services Branch  
Naval Headquarters  
10, Linport Barracks  
Karachi  
Tele: 5606115 & 9201486

18 Nov 2000

CHANGE OF SPECIFICATIONS - CLOTH FOR CASE PILLOW

Reference:

- A. NISQ letter No. ST-V/0911/923048/SPECIFICATIONS dated 03 Nov 2000  
B. Specifications No. NS/C. D/003/84 of Jol 84 - Cases Pillow Cotton

The following amendments plus as be incorporated in specifications at reference 'B'

Para 1.2

For	P-SG 123:	Long Cloth White (Part No. 0000019)
Read	P-SG/85:	Bed sheet (Barrack / Hospital)

Para 4

For	Material:	The material used in fabrication of this pillow case shall conform to specifications noted in clause (2) above.
-----	-----------	-----------------------------------------------------------------------------------------------------------------

Read

- |           |      |                                                                                                                                        |
|-----------|------|----------------------------------------------------------------------------------------------------------------------------------------|
| Material: | i.   | The material used in fabrication of this pillow case shall conform to specifications noted in clause (2) above.                        |
|           | ii.  | Cloth for case pillow be made from good quality white cotton of approximately uniform staple length, free from impurities and damages. |
|           | iii. | The yarn shall be clean, evenly spun, uniformly twisted and free from spinning defects.                                                |

Para 5.1

For (approx)	Weight per piece	2.5 Gms approx = 70.8 gms
--------------	------------------	---------------------------

Read	Weight per piece	144 gms $\pm$ 5%
------	------------------	------------------

\*(Sd/-)  
SALEEM AKHTAR  
Captain Pakistan Navy  
Director

Specification No. NS/CLO/003/84

INSPECTORATE OF NAVAL STORES  
II, LIAQUAT BARRACKS  
KARACHI - 4

JULY, 1984

SPECIFICATION FOR CASES PILLOW COTTON  
(PATT. NO. 0019-50-NB-1965)

1. SCOPE

This specification covers the manufacture and inspection of Cases Pillow Cotton meant for PN use.

2. RELATED SPECIFICATIONS

Reference is made in this specification to:

- |    |               |   |                                        |
|----|---------------|---|----------------------------------------|
| a. | P-SG 195      | : | Bed sheet (Bermia/Hotel)               |
| b. | P-SG/205      | : | Long Cloth White (Part No. 0000000000) |
| c. | NS/MSC/002/80 | : | Thread, Cotton, Sewing White           |
| d. | DEF/1065      | : | 1955                                   |

via DTD Ldn  
TD-077/96  
at 18 Nov 84

3. STANDARD PATTERN

A sealed pattern obtainable from Chief Inspector of Naval Stores Karachi shall constitute the standard in respect of make, shape and design and any other properties not defined in this specification.

4. MATERIAL

via DTD TD-077/96

- The material used in fabrication of the pillow case shall conform to specifications noted in clause (2) above.
- Cloth for case pillow be made from good quality white cotton of approximately uniform staple length, free from impurities and damages.
- The yarn shall be clean, evenly spun, uniformly twisted and free from spinning defects.

MANUFACTURE

The pillow cases shall have a flap of  $3' \pm 0.25'$  ( $7.62 \text{ CM} \pm 0.64 \text{ CM}$ ) deep at the opening, inside seam of 0.95 CM overlapping across the remaining three sides shall be stitched in a manner done in sealed sample. The sewing shall be of even tension throughout and the finish shall be neat and secure. Lock stitch only shall be used and No. of stitch per inch ( $2.54 \text{ CM}$ ) shall be not less than 10. Feel, finish and general make and shape of pillow case shall conform the Drawing No. G/039/81 (Annex 'A')

Contd.....T/2

6. DIMENSIONS/WORKMANSHIP AND FINISH

The dimensions of the finished pillow case shall be as follows. Workmanship and finish shall be the best of its class and to the entire satisfaction of the Inspector.

i.	Length (o/a from back)	:	$56.5" \pm 0.5" = 57.50 \text{ CM} \pm 1.27 \text{ CM}$
ii.	Length (o/a from front)	:	$29.5" \pm 0.5" = 74.95 \text{ CM} \pm 1.27 \text{ CM}$
iii.	Width	:	$17" \pm 0.5" = 43.19 \text{ CM} \pm 1.27 \text{ CM}$
iv.	Depth of Flap	:	$3" \pm 0.25" = 7.62 \text{ CM} \pm 0.64 \text{ CM}$
v.	Weight per Piece	:	<del>2.50 (Approx) = 700 gms (Approx)</del> <b>144 gm <math>\pm</math> 5%</b>
vi.	Hemming Width	:	$6.35" (\text{Min}) = 1.61 \text{ CM} (\text{Min})$

with size 70-80%  
144 gm  $\pm$  5%

7. TESTS

The pillow case will be examined for correctness of material, make and dimensions. Marking shall be done as per specification No. NS/MSFC/002/00. Cloth used shall be tested as per specification No. PSC/135.

8. INSPECTION

- The pillow shall be examined to ensure correctness of material workmanship, finish and measurement.
- Measurement shall be taken on a flat surface without stretching.
- The store is liable to be rejected in bulk or else accepted under deviation with suitable price reduction if the same is found not fully in accordance with this specification.
- Inspector is the authority on all matters pertaining to inspection, acceptance or bulk rejection.

9. PACKING

Packing and preservation shall be done in accordance with terms of contract or else in accordance with normal trade standard applicable to export. The garment shall also be suitably packed for prolong storage.

-(3)-

19. MARKING

Each pillow shall have a cotton label 50 x 50 mm sewn inside and shall bear Part No, Contractor's name and am<sup>t</sup> of acquisition. The marking shall also conform to Naval Specification No. N1/11EC/00/90.

ISSUED BY

Enclosure: Annex 'A'  
Drawing No. G/125/34

CHIEF INSPECTOR OF NAVAL STORES

Dated: ..... July, 1984



GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE

FOR DEFENCE CONTRACTS OFFICIAL USE ONLY AND NOT FOR SALE.

SPECIFICATION NO. P-53/88.

DATE OF SEALING. 24-7-88.

SUBJECT

SPECIFICATION NOS. (1) CK/84(b)  
(2) CL/73(b).

V.O.S.F.

( Section 40 )

CINCLIBRARY

Access

06225

No.

Catalogue

No.

P 12-10554

SUBJECT

Cat.No.PEC 0069)  
J-PEC0069)

SHEET BARRACK - Bleached Sheetting 94-ins x  
54-ins.

Cat.No.PEC 0014)  
J-PEC0014)

SHEET, HOSPITAL - Bleached Sheetting 100-ins  
x 68-ins.

USE

Bedding.

AUTHORITY (A. SEALING) - IIR Nos. 007 &  
1145

D.G. (P) No. S-48/3234  
24-7-88

1. INTRODUCTION.

- This specification including Appendix consists of 8 pages.
- This specification is the property of the Government of Pakistan. It is liable to amendment at any time and must be returned to the Chief Inspector of Stores & Clothing, Inspectorate of Army Stores & Clothing, P.O. Quater, Karachi-12 on demand or immediately on completion of the order for which it was issued.
- This specification or patterns or other information issued in connection therewith may only be used for specific enquiries, tenders or orders placed by competent authority. It is not to be used for any other purpose whatsoever without the express written sanction of the Chief Inspector of Stores & Clothing, Karachi-12.

2. SCOPE.

- This specification lays down the standard to which Sheet Barrack Sheet Hospital should conform. It defines and lays down the quality, standards and details of material, manufacture, workmanship and finish. It also lays down the details of sampling, testing, inspection, rejection, marking packing and delivery etc.

Contd...2.

- b) Separate specifications and patterns detailed in subsequent paragraphs are an integral part of this specification for Sheet attached to Sheet Hospital and the latest issues of the former should be referred to.
- c) The supplier shall comply in every respect with the terms of this specification and ensure that the stores conform with it in all respects.

### 3. RELATED SPECIFICATION AND DOCUMENTS.

References to separate particulars are made in Clauses 7, 10 and 12 of this specification.

4. DSPL. LINES. Appendix 'A' attached to this specn. refers.

### 5. STANDARD PATTERN.

- a) Sealed Pattern(s) of Sheet Barrack and Sheet Hospital is/are held in the custody of the Chief Inspector of Stores & Clothing, Inspectorate of Army Stores & Clothing, I.O. Shantinagar, Bangalore. It represents the type, quality and standard of the subject cloth as defined in the appropriate clauses of this specn.
- b) Certified samples may be issued on loan to suppliers by the Inspector for reference/general guidance. All the discrepancies in the certified sample known to the Inspector will be clearly on a label attached to it. If any discrepancy is found to exist in the certified sample and this specification reference should be made by the supplier to the Inspector. Supplier is responsible for the safe custody and return in good condition of the certified sample. Label on seal of the sample should be no account be tampered with or broken.

### 6. SAMPLES.

- a) Tender/Advance samples of the cloth alongwith a minimum length of two yards full width of sheeting and a tube of about 400 yds of Sewing Cotton used in the cloth shall be submitted by the supplier when required.
- b) Whenever Tender/Advance samples are not required the supplier, on advice in how far interest to submit a sample delivery of 1% of the contract with a minimum of 20 sheets for inspection and report before proceeding with supply in bulk.

### 7. MATERIALS.

#### a) Cloth Sheeting.

- i) The sheeting shall be made from best quality white Cotton of approximately uniform staple length free from impurities or damage.
- ii) The yarn shall be clean, evenly spun, uniformly twisted and free from spinning defects.



- iii) The sheeting shall be evenly woven with a plain weave with firm and regular selvages and shall be free from weaving flaws, damage and spots etc.
- iv) Cloth Sheeting shall be Full strength for use both as Sheet Barrack and Sheet Hospital.
- v) The finished sheeting shall conform to the following particulars:-

Material.	Finished.	Weight per sq. yard.	No. of Threads per inch.		Tensile Strength (8"x8") between trises.		Weave.
			Warp.	Filling.	Warp.	Filling.	
Planned Sheeting	54±1 - 1/2	5.25 ± .25	60/2	52/4	300	300	Plain.
	60±1 - 1/2	15±3					

b) Sewing Cotton 53-

Sewing Cotton 6/60<sup>2</sup> White - for stitching - to separate spec.

#### 8. MANUFACTURE.

- a) The sheets shall be made from cloth sheeting and shall conform to the following particulars:-

Store.	Dimensions in inches.				Approx. weight per sheet in lbs.	Minimum No. of stitches per inch.
	Length from end.	Warp.	Warp.	Turn in		
Sheet. 60-1	54±1	3/4	3/4		20.0	10
Sheet Barrack. -1	54±1 - 1/2					
Sheet Hospital 100-1	60±1	3/4	3/4		20.25	10
	- 1/2					

- b) The sheets shall be hemmed at each end, the turn-in shall be the full width of the hem, the hem shall not be less than 3/4 inch wide, neatly made, sewn with one row of stitching, and pressed.
- c) The stitching shall not be less than ten to the inch, of even tension throughout and evenly fastened off.

#### 9. FINISH.

The texture, feel and finish of the sheets shall be of the best standard conforming to the requirements of this specification and the respective Sealed Patterns.

Contd...4.

# 10. SAMPLE, TESTING & INSPECTING PROCEDURE.

- a) The supplier shall afford to the Inspector all possible facilities and accommodation to satisfy himself that the stores being or have been manufactured in accordance with this spec and for this purpose the Inspector must have full and free access at any time during the currency of the contract to supplier's works and may require the supplier to make arrangements for the stores or any part or any thing thereof to be test inspected at his premises or any other place.
- b) The store material during transit, storage and after delivery shall be tested and examined as the Inspector may consider necessary in order to determine whether it conforms to this spec.
- c) The supplier shall also provide and deliver free of charge such place as the Inspector may direct such material/store may require for tests.
- d) The Inspector shall have the right to put all sorts of test forming part of the subject store or any part thereof to tests as he may think proper for the purpose for ascertain whether the same are in accordance with the particulars and draw samples from each delivery for such purposes.
- e) Each sheet will be inspected for:-
  - i) Length, width, feel, finish and texture to ensure that inferior material has been used in the manufacture of sheet.
  - ii) General appearance with particular reference to manufacturing flaws such as snags, missing ends or picks, thin places, stains and other major/minor flaws.
- f) Ensure that pre-inspection of the store/material has been carried out by the supplier.
- g) Ensure that no deterioration, decay or tendering in the material has been caused in the finishing process or storage.
- h) Number of ends and picks, weight per sheet, depth of hem, in, stitches per inch, make of thread used for stitching the marking shall be checked in detail to the satisfaction of the Inspector.
- i) All bulk supplies samples for test will be selected by the Inspector and fully represent the material under inspection.
- k) Tearing flaws and other manufacturing defects shall be taken on their merits keeping in view their effect on appearance, serviceability and durability of the store. Where doubt exists regarding the nature of major or minor flaws full sheets or representative pieces found in bulk supply shall be forwarded by the Inspecting Officer duly adjudicated of major and minor to GISC for his concurrence or decision regarding acceptance or rejection of these sheets. Such sheets shall be returned to the Inspector duly sealed for delivery both to the contractor and inspection staff for guidance.

Contd....5.

10. Defects: Holes, tears, stains, damaged portions, cracks, thin places, weaving defects extending to considerable length or width of sheets or any multiple defects of the same or different nature affecting appearance, serviceability or durability shall not be accepted.

a) Weights: The weight shall be determined after drying a piece of material in a desiccator at 100°-105°C (212°-220°F) to a constant weight.

b) Breaking Strength:

i) The breaking strength shall be determined by the average results of five strips both in warp and weft. They shall be selected so as to represent the entire area of the sample. The test pieces shall be selected at random from warp and weft directions in such a manner that no two strips shall have the same warp or weft in the constitution.

ii) The test pieces shall be conditioned in an atmosphere of 65 ± 2% relative humidity at 70 °F. for 24 hours and shall be broken in the testing machine while so conditioned. The machine used shall be of the type in which the test pieces are stretched at a constant rate of traverse of 18" per minute.

iii) The test piece shall be 6 inches wide of such a length that the distance between grips of the testing machine shall be 7 inches.

c) Shrinkage: The cloth shall not shrink by more than 2% in warp or weft when tested according to the methods laid down in Pakistan Standard No. 84 (latest edition) for 'Evaluating shrinkage of fabrics on immersion in cold water.'

d) Loss on removal of added matter: The loss on removal of added matter from sheets shall not exceed 2% when tested according to the methods given in Pakistan Standard No. 83 (latest edition) for 'Removal of added matter from textiles.'

## 11. MARKING.

Each sheet shall be legibly and indelibly marked on the back at one corner with Cot. No., Name or recognized Trade Mark of the supplier together with the year of manufacture.

## 12. PACKING.

a) After inspection and acceptance the sheets shall be packed in waterproof bags after having properly sealed. The total number of sheets in a bale shall be 60.

b) Materials: The following materials shall be used:-

- i) Paper Craft, wrapping to separate specification.
- ii) Paper packing waterproof to separate specification.
- iii) Material to trade supply conforming essentially to the following particulars:-

(-6-)

P-33/85.

Quality	Weight per Metric Tonn. width.	Minimum Furrows	Shot.	Threads per inch	
				Left.	Right.
i) Light Section 7 1/2	30	7	9	10	9
ii) Medium Section 10 1/2	40	11	12	12	12
iii) Heavy Section 12	50	11	12	12	12

iv) Spinning Time - Jute to Trade supply with a minimum S.S. of 20 lbs. shall be used.

- c) The stacks should be given the coverings of the above materials in the following order (Working from the innermost layer to the outermost in this:-

One layer of Paper, 1.00, Wrapping (inner) or Fente.  
One layer of Light Section.  
One layer of Paper, Packing, Waterproof.  
One layer of Heavy Section (outer).

The following alternatives to this packing may be permitted:

Two layers of medium section may be used as an alternative for one layer of light section and one layer of heavy section only when heavy section of the requisite quality is not available.

- d) The bales shall be carefully and securely handled and stitched without crushing the contents. The overlapping of Paper Kraft and Paper Packing Waterproof shall be a minimum of 6" and it will be ensured that all sides are properly covered. The bales shall be made in such a manner that "HMS" are formed on the ends of the bales for lifting purposes.

- e) The bales will be secured by three metal hoops and wooden or bamboo slats.

- f) In case any deviation in the packing materials is required prior approval of the Inspector must be obtained by the supplier.

- g) The marking of bales will be stencilled with quick drying black indelible ink/paint in clearly defined characters as described below:-

1) On Front and Top.

- A) Serial No. and Commodity of the store packed.  
B) Quantity of the item packed.

ii) On Back.

- A) Consignor.  
B) Destination i.e. Railway Station.  
C) Weight of the bale.  
D) The No. of individual bales and the total No. of bales in the consignment joined by the word 'and'.

On and.

- A) Consignor's Name.
- B) Voucher No. or Inspection Note No.
- C) Month and year of packing.

h) The supplier shall also enclose a packing slip with each bale.

13. INSPECTION AND REJECTION.

- a) All stores supplied shall comply with the terms of this agreement, and shall in all respects be to the satisfaction of the Inspector.
- b) If on examination of any sample from any portion of a consignment the material is found not to be fully in accordance with the specification, the whole supply may be rejected.
- c) If on examination of SQI of any delivery SQI of those examined are found not to conform with this specification, in respect of pattern, dimensions, workmanship, and finish the whole consignment may be rejected.
- d) All stores not fully in accordance with this specification shall be rejected.
- e) If considered desirable by the Inspector the rejected stores be marked with his rejection mark to avoid re-submission by the supplier.
- f) Inspector is the authority in all matters pertaining to inspection.

14. DELIVERIES.

- a) Before tendering the store for inspection by the Inspector the supplier shall arrange by 100% check of sheets to be tendered that all substandard sheets are eliminated from the tendered consignment and that the sheets offered for inspection are strictly in accordance with this specification.
- b) The sheets shall be delivered in a new clean and dry condition.
- c) The consignment shall be delivered either loose or loose packed or packed in accordance with the terms of the contract.

KARACHI.

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

Signature

CHIEF INSPECTOR OF STORES & CANNING.  
INSPECTORATE OF LAY STOPS & CANNING.  
P.O. SHARADAGAL KARACHI-12.

(Signature)

Case Pillow Cotton



8 4 1 5 5 0 1 9 0 0 9 6 5

Case Pillow Cotton



8 4 1 5 5 0 1 9 0 0 9 6 5

Case Pillow Cotton



8 4 1 5 5 0 1 9 0 0 9 6 5

Case Pillow Cotton



8 4 1 5 5 0 1 9 0 0 9 6 5

**GENERAL REQUIREMENTS/CONDITIONS****ANNEX 'B' TO**

Indent No 235006

Indent Date: 2023-09-11

<u>S.No and Description</u>	<u>Firm's Reply (Complied/ Partially Complied/ Not Complied</u>	<u>Reference to attached Firm's proposal/ Brochure</u>
<p>1. SCOPE OF SUPPLY/ WORK</p> <p>The Supplier undertakes to deliver equipment/goods/stores including Supplies and Services to the Purchaser on FOR/ FOB Karachi basis as per INCOTERMS 2020 as per details specified in Annex-A (Technical Specifications) and General Terms and Conditions given at Annex-B to this Indent.</p> <p>The Supplier shall, in accordance with the terms and conditions as set forth in the Indent, with due care and diligence, provide the equipment/goods/stores and supply the Services within the date(s) specified in the Project Time Schedule.</p>		
<p>2. PERFORMANCE BANK GUARANTEE (PBG)</p> <p>To ensure timely and correct supply of stores, the Supplier shall furnish an unconditional and irrevocable PBG within 30 days of contract signing from a scheduled Pakistani Bank for an amount equivalent to 10% of the contract value (on a Judicial Stamp Paper of the value of Rs.100.00), in the same currency as that of the Contract and endorsed in the favour of CMA(DP) Rawalpindi. The CMA(DP), Rawalpindi has the like power of seeking encashment of the PBG as if the same has been demanded by the Purchaser himself. This PBG shall remain valid for 60 days beyond the completion of warranty period.</p> <p>If the Supplier fails to issue the Bank Guarantee within the specified period because of circumstances that the Supplier is responsible for, the Purchaser reserves the right of cancelling the Contract.</p> <p>In the event of any material breach of terms of Contract having implication on Time schedule and Scope of Work beyond the acceptable limits defined in this Contract, the Supplier shall be given a written notification to satisfy the breach within 30 days and if the Supplier fails to take satisfactory remedial actions, Purchaser shall have the right to forfeit the PBG but only to the extent of Purchaser's loss or damage resulting from such material breach. For this purpose, the Supplier undertakes not to hinder/restrain encashment of PBG provided to the Purchaser on account of this contract through any Court, extra judicial or any other process including administrative in nature whatsoever.</p>		
<p>3. PRICES OF THE ITEMS</p> <p>The Supplier should mention the price of all deliverables (i.e. Equipment/ Services, Spares, Documentation, Test Bench/ Tools/ Test Equipment, Trainings, FATs (Factory Acceptance Trials), Installation/ Integration, Acceptance Test/ Trials/ Commissioning etc where applicable)</p>		

separately in financial quote. The same are to be subsequently incorporated in the contract document.		
<p>4. <b>TRANSFER OF TITLE AND RISK</b></p> <p>Risk of loss and damage to the Equipment shall be transferred to the PURCHASER according to the 'INCOTERM 2020 used in the Contract and stated in Article 1.</p> <p>Title to the Equipment shall be transferred to the Purchaser when the Supplier has received full payment of the Contract Price.</p>		
<p>5. <b>WARRANTY/ GUARANTEE</b></p> <p>a. Warranty period of all items except defective/non-operational shall commence from the date of acceptance of Goods/ Equipment, whereas warranty of defective/non-operational equipment (at the time of commissioning/ acceptance) shall commence after defect rectification of equipment.</p> <p>b. The stores and all its associated accessories should be warranted against DPL-15 by the Supplier for a period of 01 year, for all defects in hardware from the date of final acceptance by PN. Software provided with the systems should also have warranty for a minimum period of 05 years for any bugs found in operations. The Supplier shall provide/incorporate all software updates in this period.</p> <p>c. The Supplier should provide guarantee that the article supplied are of latest version and all modifications/up gradation have been incorporated in the equipment being supplied.</p> <p>d. The Supplier should provide guarantee that the stores produced are of current production and brand new, in accordance with approved drawing, and in all respects. The materials used, whether or not of his manufacture should also be in accordance with the latest appropriate standard specifications.</p> <p>e. The Supplier shall provide guarantee for through life supportability of the equipment and software for at least 05 years after acceptance of the entire system.</p>		
<p>6. <b>NON DISCLOSURE AGREEMENT</b></p> <p>Any information about the sale/ purchase/ services/ drawings/ infrastructure etc of the project under the contract shall not be communicated to any person, other than the manufacturer/ provider of the stores/ drawings/ machinery/ equipment/ tools etc or to any press or agency not authorized by the Purchaser to receive it. Any breach on this account shall be punished under the Official Secret Act 1923.</p> <p>Promotional rights for publication of the projects are the sole responsibility of the Purchaser, and any use by the</p>		



consultant shall be subject, in all instances, to the Purchaser's prior written approval.

#### 7. INSPECTION OF STORES/ ACCEPTANCE TEST PROCEDURE

The stores shall be accepted and inspected by following officers/ Reps:

(1) Rep of CINS

b. Above team shall inspect and test the goods to on Supplier their conformity to the contract specifications.

c. The conditions of the contract and technical specifications shall specify inspections/ tests criteria as required by the Purchaser and place of conduct.

d. Purchaser shall notify the Supplier in writing of the identity to any representatives entrusted for this purpose.

e. If any inspected or tested goods fail to conform to the specifications, Purchaser may reject them and the Supplier shall either replace the rejected goods or make alterations necessary to meet specification requirements free of cost to Purchaser.

f. Purchaser's right to inspect, test and where necessary, reject the goods after arrival in Pakistan shall in no way be limited or waived by reasons of the goods having previously been inspected, tested and passed by Purchaser or its representative prior to the goods shipment from the country of origin.

#### 8. DISCREPANCY

The Supplier shall render a discrepancy report to all concerned within 30 days after receipt of stores for discrepancies found in the consignment. The quantities found short or defective are to be made by the Supplier, without any additional cost on "DDP" consignee's warehouse within 30 days.

#### 9. COMPENSATION ON BREACH OF CONTRACT

If the Supplier fails to supply of contracted stores or contract is cancelled either on RE or without RE or contract become ineffective due to default of Supplier/ Supplier or stores/ equipment declared defective and caused loss to the Government, Supplier 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 shall be in excess to the RE amount, if imposed by the competent authority. Compensation amount in terms of money shall be decided by the purchase officer and shall be deposited by Supplier/ Supplier in Government treasury in the currency of contract.

#### 10. PENALTY

<p>a. The Supplier before making the shipment shall carry out complete test of the equipment at its facilities to ensure that the same has been manufactured as per specifications. In case the equipment does not pass the test/ trials, Purchaser has the right to outright reject the equipment or impose penalty at the rate of 10 - 15% of the value of the relevant equipment/ items.</p> <p>b. The penalty shall not absolve the Supplier to undertake the repairs in Pakistan or abroad at his cost and expense including freight charges. This shall be in addition to the penalties and obligations covered in the contract like warranty/ guarantee obligations on Form DPL-15.</p>		
<p><b>11. CONTRACT COMPLETION CERTIFICATES</b></p> <p>Upon completion of all contractual obligations under this Contract, the Supplier shall submit a "No Demand Certificate" to the Purchaser stating that no stores/ goods, Supplies, Services and payments are outstanding. Concurrently, the Purchaser shall certify through a "No Objection Certificate" that the requirement placed by the Purchaser as per terms and conditions set forth in this Contract has been fulfilled. Specimen of Contract Completion Certificate/ No Demand Certificate shall be added in the contract prior contract signing. Upon receipt of both certificates, Bank Guarantee(s) shall be returned by CMA(DP) to the Purchaser for onward return to the Supplier.</p>		
<p><b>12. COMPLIANCE WITH INTERNATIONAL STANDARDS</b></p> <p>The Goods/Equipment shall comply with all relevant ISO standards stipulated in the Contract and valid on the date of signature of the Contract. The Parties agree that any variation of any ISO standard after signature of the Contract is deemed explicitly not to be a circumstance within the responsibility of the Supplier. Implementation of any variations to the relevant ISO standards for the purpose of operating the Equipment shall be agreed between the Parties within the contractual change management procedure, prior to realization.</p>		
<p><b>13. TECHNICAL SCRUTINY</b></p> <p>Technical scrutiny of quotations forwarded by the bidder shall be carried out by a committee nominated by CO PNCSD as per instructions of NHQs. The TSR committee may ask the Suppliers to demonstrate their equipment or give a presentation for clarification. TSR committee may also visit the OEM premises at the invitation/expense of the Supplier to evaluate the manufacturing/system's capabilities of the OEM.</p>		
<p><b>14. DELAYS AND LIQUIDATED DAMAGES (LDs)</b></p> <p>Following Liquidated Damages shall apply for late completion of Consultancy Services as given in the Contract:</p> <p>a. Delay in the completion of all contracted stores/ deliverables up to Twenty One (21) days and for</p>		

<p>subsequent schedule/orders up to 15 days (from the original Delivery Period only) shall be regarded as "grace period" and no extension/ amendment shall be required. When LD is imposed, grace period shall be inclusive.</p> <p>b. For delays beyond the Grace period of Twenty One (21) days culpably caused by consultant, Purchaser shall have the right to impose LDs.</p> <p>LD, if imposed shall be recovered at the rate of up to 2% but not less than 1% (depending upon the merit of the case as decided by Competent Purchase Officer) of the value of stores supplied late per month or a part of a month for the period exceeding the original delivery period are liable to be imposed on the Supplier by the Purchaser in accordance with DPP&amp;I-35 (Revised 2019), if the stores/ services supplied after the expiry of the delivery date without any valid reasons, subject to provision that the total LD thus imposed shall not exceed 10% of the total value excluding taxes/ duties, freight, KPT, insurance charges of the stores delivered late.</p>		
<p>15. BIDDING PROCEDURE</p> <p>This tender shall be floated on Open Tender using Single Stage Two Envelope Bidding procedure.</p>		
<p>16. LANGUAGE, MEASUREMENTS AND WORKING METHODS</p> <p>All drawings, data-files in soft media, Man-Machinery Interface (MMI) of software and hardware, all marking and identification systems and all other documentation required to be produced or delivered to the Purchaser under the Contract shall be written, and meetings conducted, in the English language. Measurements shall be in metric units of measurement unless otherwise specified.</p>		
<p>17. INTEGRITY PACT</p> <p>Integrity Pact duly signed by the Supplier and Purchaser. The principal/Supplier must strictly adhere to the provisions of this pact and any contravention in this regard would be dealt with severely, which may include (but not limited to) Permanent blacklisting of the principal / Supplier and/or initiation of criminal proceedings against the persons / individuals involved in a court of law.</p>		
<p>18. AMENDMENT IN CONTRACT</p> <p>Amendment in the contract if required shall be processed by Purchaser upon mutual agreement of both parties i.e. Purchaser and Supplier and formally issued through amendment in the contract/corrigendum.</p>		
<p>19. FORCE MAJEURE</p> <p>The Supplier shall not be held responsible for any delay occurring in delivery of the Goods, Supplies and Services due to event of Force Majeure, such as acts of God, war, terrorist activities, floods, earthquakes, tsunamis and other such events like, Pandemics, Lock down, acts of</p>		

Governments or any other authority competent in relation to any action in connection with this Contract (including delay, refusal, denial, revocation or any other decision regarding any Export License/permit), riots, civil commotion, acts of foreign government and its agencies and disturbance directly affecting the deliveries, and events or circumstances, including, but not limited to, any action and/or inaction by or on the part of any other person or entity, on or over which the Supplier has no control. In such an event the Supplier shall inform the Purchaser within 15 (fifteen) days of the happening and within the same timeframe about the discontinuation of such circumstances/ happening in writing.

The Party initiating the Force Majeure shall provide the other Party with reasonable proof of the occurrence of any of the aforementioned aspects along with Force Majeure event and of its effects on the delivery of the Supplies or any of its obligations towards this Contract.

Once the Party initiating the Force Majeure has provided the reasonable proof of occurrence of Force Majeure event, it shall be verified by the other Party and acknowledged to be realistic. In such case the Force Majeure shall be considered to have occurred.

If the delivery of Goods, Supplies and Services to the Purchaser has been delayed by Force Majeure conditions then additional period to the extent of such delay shall be allowed to the Supplier for completion of his obligations so affected without any increase in Contract Price.

If Force Majeure is considered present for a continuous period of more than 06 (six) months or exceeding a cumulative period of 12 (twelve) months, then both Parties shall mutually decide future course of action.

## 20. TERMINATION OF CONTRACT

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 shall 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.

In the case of remainder of the undelivered stores/goods/services the Purchaser may elect either:

- a. To have any part thereof completed and take the delivery thereof at the contract price or 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 process of manufacture shall be

<p>delivered by the Supplier to the Purchaser.</p> <p>b. 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.</p> <p>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. If due to any reasons Purchaser fails to perform its obligations required and needed for the smooth conduct and management of the Contract, Supplier has a right to initiate legal proceedings.</p>		
<p><b>21. CONFIDENTIALITY</b></p> <p>The Supplier and the Purchaser shall keep confidential all information of the other party, whether designated as confidential or not, obtained under or in connection with the Contract and shall not divulge the same to any third party without the written consent of the other party. The provisions of this clause shall not apply to any information in the public domain otherwise than by breach of the Contract; or information obtained from a third party who is free to divulge the same.</p> <p>The Supplier and the Purchaser shall divulge confidential information only to those employees who are directly involved in the Contract or have use of equipment and/or software used in connection with the Contract and shall ensure that such employees are aware of and comply with these obligations as to confidentiality.</p> <p>The Supplier shall undertake that any information about the sale/ purchase of the stores under this contract shall not be communicated to any person, other than the manufacturer/ Supplier/company's lawyer(s), or to any press or agency not authorized by the Purchaser to receive it. Any breach on this account shall be punishable under the Official Secret Act-1923 in addition to termination of the Contract at the risk and expense of the Supplier.</p>		
<p><b>22. SECURE EXCHANGE OF CORRESPONDENCE</b></p> <p>All correspondence pertaining to contract between Supplier and PN shall be on secured media.</p>		
<p><b>23. ASSIGNMENT AND SUBCONTRACTING</b></p> <p>Neither Party shall assign any of its rights or obligations (in whole or in part) under the Contract without the prior written consent of the other Party, which shall not be unreasonably withheld.</p> <p>The Supplier shall not subcontract any part of the Contract without the written consent of the Purchaser, which shall not be unreasonably withheld.</p>		
<p><b>24. INTELLECTUAL PROPERTY RIGHTS</b></p>		

<p>Unless otherwise agreed in writing, all intellectual property rights arising out of this Contract shall vest in the Supplier. The Purchaser shall have a worldwide, non-exclusive, non-transferable, royalty-free license to use, and have used, that intellectual property for any purpose.</p>		
<p>25. OWNERSHIP OF CONTRACT</p> <p>In the event of a change of ownership of Supplier, the Supplier shall ensure that the legal instrument or mode by which the change of ownership takes place shall have specified provisions to the effect that:</p> <p>a. Such change of ownership shall not in any way change, alter or modify the Terms and Conditions of this Contract, and</p> <p>b. The Supplier under new ownership shall continue to be bound by the Terms and Conditions of this Contract.</p>		
<p>26. INDEMNITY</p> <p>In the framework of the implementation of this project, both Parties shall waive off any claim against each other regarding every claim for indemnity for the losses caused to their respective personnel or respective personnel of sub-contractors/agents and their properties. However, if these losses result from deliberate fault or unmistakable error or gross negligence of Supplier or his sub-contractors/agents and/or the Purchaser, the Party involved shall bear alone the burden of the damage repairs.</p>		
<p>27. CERTIFICATION REQUIREMENT</p> <p>Supplier/OEM shall confirm through OEM certificate at the time of supply/delivery of the equipment at consignee that equipment being supplied is proven equipment.</p> <p>Supplier through certificate is to confirm that he shall provide import documents at the time of delivery of stores.</p> <p>Supplier certificate for conformance of 100% indent specifications, any deviation to be clearly indicated in the offer shall be provided at the time of delivery of stores.</p> <p>OEMs "Certificate of Conformity" originating from "Principle" who is neither the OEM nor the OEM's authorized dealer/agent/ stockiest shall not be acceptable.</p>		
<p>28. COURT OF JURISDICTION</p> <p>All disputes arising in connection with this contract shall be sorted out through mutual discussions. Unsettled issues may however be dealt with under the Laws of Pakistan. The Courts at Rawalpindi shall be the Courts of Jurisdiction for any dispute relating to this contract for adjudication.</p>		
<p>29. MISCELLANEOUS</p> <p>a. The Supplier should provide the copies of standard/ specifications referred to or used for the equipment and its</p>		

<p>accessories.</p> <p>b. Stores to be accepted on DPL-15 at consignee's end.</p> <p>c. Supplier shall provide a conformance certificate that item supplied conforms to relevant international standards.</p> <p>d. The Supplier should mention the price of all deliverables separately in financial quote. The same are to be subsequently incorporated in the contract document.</p>		
<p>30. CHECKING OF SUPPLIES AT CONSIGNEE'S END</p> <p>Upon arrival, Supplies shall be checked at consignee's end in the presence of the Purchaser and Supplier's representatives. If for the reasons of economy, or any other reason, the Supplier decides not to nominate his representative for such checking; an advance written notice to this effect shall be given by the Supplier to the consignee prior to or immediately on shipment of stores. In such an event, the Supplier shall clearly undertake that the decision of consignee with regard to quantities and description of the consignment shall be taken, as final and any discrepancy found shall be accordingly made up by the Supplier. In all other cases, the consignee shall inform the Supplier about arrival of consignment immediately on receipt of stores through fax. If no response from the Supplier is received within four (04) working days from initiation of letter through fax, the consignee shall have the right to proceed with the checking without Supplier's representative. Consignee's report on checking of stores shall be binding on the Supplier in such cases.</p>		
<p>31. QUALITY STANDARDS</p> <p>The equipment and accessories are manufactured and assembled in accordance with international standards. The quality standards compliance certificate is to be submitted with the offer.</p>		
<p>32. REPEAT ORDER</p> <p>Supplier shall not increase the cost of stores if additional quantity of same item is purchased in next 12 months after commissioning of the equipment. He may however decrease the cost by considering lower market trend.</p>		
<p>33. RISK PURCHASE</p> <p>In the event of failure on the part of the supplier to comply with the contractual obligations, the contract is liable to be cancelled at the risk and expense of the supplier in accordance with DPP&amp;I-35 (Revised 2019). The Purchaser shall be entitled to receive back all advance payments made by him along with any other compensation as mutually agreed to offset the Purchaser's risk of cost escalation of meeting same requirement from elsewhere.</p>		
<p>34. PROJECT MANAGEMENT REVIEW (PMR) MEETINGS</p> <p>The Supplier's key professionals, covering the various technical disciplines shall attend, actively participate and cooperate with the Purchaser's request for meetings</p>		

<p>without any additional cost, which shall include but not limited to the following meetings:</p> <ul style="list-style-type: none"> <li>a. Design Review Meetings.</li> <li>b. Progress timeline/ payment bills meetings.</li> <li>c. Any other meetings held in relation to the project.</li> </ul>		
<p>35. <b>TENDER SAMPLE</b></p> <p><b>Tender Samples</b> alongwith <b>Lab Test Report</b> w.r.t PN Specifications are required for TSR.</p>		
<p>36. <b>WORKMANSHIP AND MATERIALS</b></p> <p>a. All work to be done shall be executed in the manner set out in the Contract. Where the manner of manufacture and execution is not set out in the Contract, the work shall be executed in a proper and workmanlike manner in accordance with recognized good practice. The Supplier shall submit for approval of the purchaser, his detailed method statement(s) for the execution of such items of work as may be desired by the Purchaser. Approval of such method statement(s) shall neither relieve the Supplier of his responsibilities under the Contract nor form any basis for claiming additional costs.</p> <p>b. The Supplier shall give the Purchaser full opportunity to examine, measure and test any work onboard/ Site which is about to be covered up or put out of view. The Supplier shall give due notice to the Purchaser whenever such work is ready for examination, measurement or testing. The Purchaser shall then, unless he notifies the Supplier that he considers it unnecessary, without unreasonable delay carry out the examination, measurement or testing.</p>		
<p>37. <b>TERMS OF PAYMENT</b></p> <p>100% Contract value of the stores will be paid by the CMA(DP) Rawalpindi to the Suppliers. The amount will be claimed direct from CMA(DP) Rawalpindi on production of the following documents, under a covering letter, a copy of which shall be addressed to DP(NAVY).</p> <ul style="list-style-type: none"> <li>a. Bill Form (DP-5 in duplicate) to be completed according to inspection.</li> <li>b. Received copy of the Inspection Note/Delivery Receipt.</li> <li>c. Supplier delivery Challan duly received by the Consignee.</li> <li>d. Copy Registration Certificate of Sales Tax Department.</li> <li>e. Part payment/Part delivery is allowed.</li> </ul>		
<p>38. <b>Special Instructions as Annex C</b></p> <p>(1). <b>Inspection/Packing/Delivery terms</b></p> <ul style="list-style-type: none"> <li>a. CO PNCSD may order 15% of contracted quantity against DPL-15 to meet urgent/critical</li> </ul>		



requirement, under intimation to CINS, the firm is required to deliver/supplies within 45 days against receipt of such order. liquidated damages (LD) upto 2% per month are liable to be imposed on the supplier in accordance with DP-35 for late delivery of stores without any valid reason.

b. CINS may draw random samples from the stores received by PNCSD against DPL-15 to ascertain quality. after detailed laboratory analysis, suitable price reduction (PR) as authorized may be applied by CINS for minor deviation/non- conformance from stated PN Specification. In case of major deviation/non- conformance, the stores may be rejected.

(2). Inclusion of Instructions Regarding Disposal of Rejected Uniforms.

a. Contracted firm will be responsible for proper disposal of rejected clothing stores. same are to be amended/destroyed under supervision of PN authorities to prevent their misuse by terrorists/ anti-social elements.

b. In case a supplier intends to sale rejected uniform items in local market, the procurement agency will be approached for approval of sample after suitable alteration of military appearance into civilian fashion after approval, CINS will inspect the bulk stores once again clear the lot for disposal in local market.

c. The contractor/ supplier shall submit a certificate / undertaking on firm's letter pad that the firm will be held responsible for any misuse of rejected uniforms.

(3). In case firm is unable to get approval of advance sample within 3 months from date of contract, then contract cancellation should be recommended by CINS or CSD.

(4). Marking of stores in accordance with specification NS/CLO/002/80.

(5). Firm will give two week clear notice for the inspection.

(6). Free delivery to consignee warehouses.

(7). As per NHQs instructions promulgated vide NHQ letter ST- P/9314/INS/04 dated 05 April 2006, rejection of stores supplied by contractors will be dealt as under:

- a. 1st rejection on Govt expense.
- b. 2nd rejection on supplier's expense
- c. On 3rd rejection, contract cancellation will be recommended by CINS or CSD.

<p>(8). CARE LABEL</p> <ul style="list-style-type: none"> <li>a. Washing Instruction</li> <li>b. Drying Instructions</li> <li>c. Ironing Instructions</li> <li>d. Any Prohibitions</li> </ul> <p>(9). The purchaser will have the flexibility to extend contract up to 03 months and also can order 15% excess of the total contracted quantity, from the supplying firm at the contract price</p> <p>(10). Purchaser is not bound to lift the entire quantity of contract.</p> <p>(11). Barcode sticker to be attached on each plastic packet containing Polish Boot Black.</p> <p>(12). PACKING: Each Case Pillow Cotton is to be packed in thick polythene bag and further 200 Case Pillow Cotton are to be packed in double wall corrugated card board box.</p>		
<p>39. LIABILITY</p> <p>The supplier shall not be liable under any circumstances to the buyer, its officers, agent, employees, successors and / or assignees, for any special, consequential and / or incidental damage of whatsoever kind or nature, including, without limitation, any loss, cost, damage loss of revenue or profit or loss of user, incurred or suffered by the buyer or any third party arising out of or in connection with this contract. The foregoing shall not affect buyers right to claim compensation against the supplier for damages suffered by the buyer arising directly from the performance, bad performance or non-performance of the suppliers duties and / or obligations under the contract provided however that the aggregate liability of the suppliers in connection with this contract for any cause whatsoever including indemnity and risk purchase, shall not exceed hundred percent (100%) of the total price actually paid to the supplier under this contract.</p>		
<p>40. CORRUPT GIFTS COMMISSIONS</p> <p>The Supplier shall not:</p> <ul style="list-style-type: none"> <li>a. Offer or give or agree to give to any person in the service of the Purchaser any gift or consideration of any kind as an inducement or reward for doing or forbearing to do for having done or forborne to do any act in relation to the obtaining or execution of this Contract or for showing or forbearing to show favour or disfavor to any person in relation to this Contract.</li> <li>b. Enter into this or any other Contract with the Purchaser in connection with which commission has been or agreed to be paid by him or on his behalf, or to his knowledge, unless before the Contract is made, particulars of any such commission and of any agreement for the payment therein have been disclosed in</li> </ul>		

writing to the Purchaser.

41. PROJECT SCHEDULE

The Contract shall be executed in accordance with the dates in the Project Schedule. In case of delayed performance of any other dates or periods the Supplier shall strive to compensate such overruns in order to finally meet any subsequent binding dates. If by reason of any change order, or of any act or omission on the part of the Purchaser, or any event of force majeure the Supplier shall be delayed in the completion of the Contract then provided that the Supplier shall as soon as reasonably practicable have given to the Purchaser notice of his claim for an extension of time with supporting details, the Purchaser shall on receipt of such notice grant the Supplier an extension of time as may be reasonable.

42. CUSTOMS, IMPORT DUTIES, TAXES AND OTHER CHARGES

The Purchaser shall pay all applicable customs, import duties taxes and other charges due on the Equipment payable upon its importation into the country of destination.

The Supplier shall pay all taxes, assessments, duties, levies or charges levied in the country of the manufacturer of the Equipment in connection with the supply by the Supplier of Equipment and Services.

All amounts stated to be payable by Purchaser pursuant to this Contract exclude any value added tax (VAT), sales tax, service tax, taxes on turnover or similar taxes. If the supply of Equipment or Services hereunder are chargeable to any value added tax, sales tax, service tax, taxes on turnover or similar taxes inside country of destination, and such taxes are not recoverable by the Supplier then such taxes shall be paid and borne by the Purchaser.

Purchaser shall pay and bear all other taxes, assessments, duties, levies or charges by whosoever levied in the country of destination of the Equipment. If Purchaser is required by any law to make any deduction or withholding from any amount payable to Supplier under this Contract, then the sum payable in respect of which such deduction or withholding is required to be made shall be increased to the extent necessary to ensure that, after the making of such deduction or withholding, Supplier shall receive (free from any liability in respect of any such deduction or withholding) a net sum equal to the amount which it would have received had no deduction or withholding been required to have been made. Purchaser shall pay any such withholding or deduction to the relevant authority as required by law and shall promptly provide Supplier with an official receipt or certificate in respect of the payment of the withholding or deduction.

DP-3

Tender No R2401330253/1

Name of the Firm.....  
DGDP Registration No.....  
Mailing Address.....  
Date.....  
Telephone No. ....  
Official E-Mail.....  
Fax No .....  
Mobile No of contact person.....

To:

Directorate of Procurement (Navy)  
through Bahria Gate Near SNIDS  
Center, CDA Market  
at Naval Residential Complex  
Sector E-8, Islamabad  
Tele : 051-9262310  
Email : [dpm@paknavy.gov.pk](mailto:dpm@paknavy.gov.pk)

Dear Sir, 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 day 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. DDP&I (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 proforma invoice (in original)
- (f) Earnest money
- (g) Treasury Challan Form for tender Fees as applicable

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 STAMP PAPER OF RS. 100/- OR  
AS SUITABLE TO THE AMOUNT OF BG

(i) Contract No. \_\_\_\_\_ dated \_\_\_\_\_  
(ii) Name of Firm/Contractor \_\_\_\_\_  
(iii) Address of Firm/Contractor \_\_\_\_\_  
(iv) Name of Guarantor \_\_\_\_\_  
(v) Address of Guarantor \_\_\_\_\_  
(vi) Amount of Guarantee Rs. \_\_\_\_\_  
\_\_\_\_\_  
(in words)  
(vii) Date of expire of Guarantee \_\_\_\_\_

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

Sir

1. Whereas your good self have entered into Contract No. \_\_\_\_\_  
dated \_\_\_\_\_  
with Messers \_\_\_\_\_  
\_\_\_\_\_  
(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 good self for a  
sum of Rs. \_\_\_\_\_ Rupees/FE (as applicable) \_\_\_\_\_  
\_\_\_\_\_

2. 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  
and amount not exceeding the sum or Rs. \_\_\_\_\_ Rupees or  
FE (as applicable) \_\_\_\_\_ as 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 one clear year ahead 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. Claim, if any must be duly received by us on or before this day. Our  
liability under this Bank Guarantee shall cease on the closing of banking hours on the last  
date of the validity of this Bank Guarantee. Claim received thereafter shall not be  
entertained by whether you 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. \_\_\_\_\_ (Rupees \_\_\_\_\_).

f. That the Bank Guarantee herein before given shall not be affected by any change in the constitution of the Bank or Customer/Seller or Vendor.

g. That this an unconditional Bank Guarantee, which shall be encashed on sight on presentation without any reference to our Customer/Seller or Vendor.

Guarantor

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

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



AFFIDAVIT/UNDERTAKING  
(WORTH RS. 100/- ON JUDICIAL STAMP PAPER)

Mr \_\_\_\_\_ Authorized signatory/  
Partner/MD of M/s \_\_\_\_\_, do hereby solemnly affirm to DGP  
(Army), DP (Navy), DP (Air) and Directorate General Defence Purchase, Ministry of Defence  
Production, Rawalpindi that our firm M/s \_\_\_\_\_ has applied for registration  
with Director General Defence Purchase (DGDP) duly completed all the documents required by  
registration section on \_\_\_\_\_ (date) i.e before signing the contract. I certify that the above  
mentioned statement is correct. In case it is detected on any stage that our firm has not applied  
for registration with Director General Defence Purchase or statement given above is incorrect,  
our firm will be liable for disciplinary action initiated (i.e debarring, the firm do business with  
other Defence Establishment and Govt Agencies). I also accept that any disciplinary action  
taken will not be challenged in any Court of Law.

Station: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Appointment in Firm: \_\_\_\_\_

ATTESTED BY OATH COMMISSIONER WITH STAMP

NECESSARY DATA FOR ISSUANCE OF CONTRACTS ON EARNEST MONEY

IMPORTANT

Each column must be filled in with BLOCK CAPITAL LETTERS,  
incompletion 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)