

To: Public Procurement Regulatory Authority (PPRA)

Subj: **Tender Inquiry No. 04 - A-in-U / Cap Bldg & TMDEs (FY-2025/26)**

502 Central Workshop intends to purchase items in Annex 'A' & 'B' to this letter. Detail is as under :-

- | | | |
|---------------------|---|---------|
| a. A-in-U Items | - | Anx 'A' |
| b. Cap Bldg & TMDEs | - | Anx 'B' |

TERMS AND CONDITIONS OF THE TENDER

1. **RATES**

- a. CST will remain valid till **30 Jun 2026** (Bid Validity). Depot will reserve right to extend validity of CST with info to all concerned as per existing rules of PPRA.
- b. Quoted rates must be inclusive of all the govt. taxes i.e. GST, INCOME TAX AND OTHER CHARGES.
- c. Rates will be quoted for brand new items / latest production along with Brand Name.
- d. Actual condition of the store quoted will be mentioned against each item like Genuine / OEM, China, Germany, Italy, Twn, UAE, UK, Japan (RC) & Pak (New) and UK etc.
- e. Quantities are subject to change at the time of issue of purchase order at buyer's discretion. Supplier may quote against each item, separate rates for Economic Order Quantities (EOQ) and those for lesser quantities.
- f. Quantity mentioned against each item in IT may vary depending upon the requirement of 502 Central Workshop EME.

2. **QUOTATIONS**

- a. As per PPRA Rule 36 (b) Single stage two envelopes bidding procedure will be followed.
- b. Technical and commercial offers will be submitted in separate envelopes. The envelope containing **1 x copy of technical offer** (hard copy) will be marked as "TECHNICAL OFFER IT - 01 / 2025-26". The envelope containing **1 x copy of commercial offer** (hard copy) will be marked as "**COMMERCIAL / FINANCIAL OFFER IT - 01 / 2025-26**". Both the envelopes i.e. commercial offer and technical offer would be enclosed in another properly sealed envelope that will be marked with Tender Number and address of this office only.
- c. No column should be left blank while filling the Technical and Commercial Offers, however **NQ** should be written in the rate column for items not being quoted.
- d. Quoted / Not Quoted list must be attached with technical offers. Detail of Quoted / Not Quoted items also be submitted in CD with Technical Offers.
- e. No rate will be accepted through fax or any other electronic device / medium.
- f. No quotation will be accepted after prescribe time under any circumstance.
- g. No quotation will be accepted **without firm stamp on each page**.

3. **RESTRICTIONS**

- a. CUTTING OR OVERWRITING in the quotation must be avoided which makes it liable to rejection.
- b. The purchaser retains the authority to REJECT any or all the quotations in the light of PPRA rules.

4. **SUPPLY REQUIREMENTS**

- a. The store(s) / item(s) should be exactly in accordance with the specifications / sample.

- b. Samples are displayed for reference / guidance of the contractors by the concerned group in 502 Central Workshop.
- c. Samples may be demanded from the firms to assess the quality, technical feasibility and functional ability of the item before issuance of purchase order.
- d. Bulk supply will be made by the firm after successful acceptance of advance sample by Quality Assurance Deptt & ITD Estb (if req).
- e. Delivery period of the stores quoted must also be mentioned in your quotations.
- f. This Workshop may demand import documents from the firms for imported items / assemblies.
- g. As and when items / minor assemblies required by 502 Central Workshop EME, firms will be bound to provide agency Agreement against imported items.

5. **TENDER OPENING**

- a. Sealed tender be addressed in the Name of “**Local Purchase Officer**” 502 Central Workshop EME Rawalpindi.
- b. Quotations must be dropped in the tender box before 1200 hours on **12 January 2026**.
- c. **Technical offers** will be opened at 1300 hours on **12 January 2026**.
- d. Technical offer without prices will be opened on the day of tender opening and will be sent for technical scrutiny. Commercial offer of only those firms will be opened, whose technical offer would have been accepted by technical authorities. Commercial offer of the firm, whose technical offer has been rejected, will be returned unopened.

6. **IMPORTANT NOTE:**

- a. In quotation absence of any certificate or information required vide this Tender Inquiry will mean that the firm accepts the clauses without any change / amendment. **Only GHQ security wise cleared firms, registered with this Installation or any other Defence organization can participate in this tender inquiry.** However, if the bid winner is not registered with 502 C/Wksp EME as per procedure in vogue, necessary registration modalities will have to be completed on priority by the Bid Winner within ten days of the IT opening date, otherwise the purchase order will be issued in the name of the firm with next higher rate and registered with 502 C/Wksp EME.
- b. The firm must deposit Rs 3,000 per tender at the time of submitting the quotations.
- c. The firm must provide the principal documents i.e. import document, agency agreements, bill of Lading, export license of OEM along with specific order details, at the time of delivery of items, where deemed necessary.
- d. The tender is available on PPRA website and delivery period must be mentioned while quoting the rates.
- e. Bid Security and performance guarantee as per PPRA regulations will be claimed if deemed necessary.
- f. All the print media / PPRA charges will be borne by the bid winner, for items / purchase order.
- g. Rates quoted must comply to the brand / origin mentioned and the spares must conform to the quoted origin / brand while delivery, otherwise suitable action as per EME Dte / PPRA regulations will be taken, against the concerned firm.
- h. The acceptance of the said spares will be subject to functional test from competent inspection authorities.

- i. Provision of copy of AGENCY AGREEMENT is necessary to prove that the firm can provide requisite spares from its principal. Any cost required for confirmation of capability of 'Principal' will be borne by the firm. Any quotation against imported items without providing a copy of AGENCY AGREEMENT will be REJECTED.

7. **WARNING**

- a. Do carefully study the specifications of store(s) / item(s) of this Tender Inquiry before quoting otherwise, for wrong quotation 502 Central Workshop EME will not be responsible.
- b. Any Omission due to misprinting, typing error, illegible quotations will make them liable to rejection of quotations.
- c. Do read all clauses carefully before preparing the quotations.
- d. In case of any discrepancy of clause(s) with quotation, will make the quotation liable to rejection.
- e. Provide Quotations on Firm pad in HARD COPY and SOFT COPY. Without SOFT COPY the quotation will not be accepted.

8. **SPECIAL INSTRUCTIONS**

- a. Items included in IT have been displayed in 502 Central Workshop EME for reference. Firms may visit 502 Central Workshop EME for any clarity / physical assessment of tendered items during office hours.
- b. Samples for local manufacturer can be obtained (if required). Firms will be required to provide manufactured items before opening of technical offers. Firms with accepted samples will be given preference.
- c. Samples will be required to establish trade links with their principals / suppliers during technical scrutiny along with online verification through email (**emewksplp502@gmail.com**). Only verified sources will be qualified for procurement of imported items. Samples of these items (if available / sources) be provided for acceptance. Firms with accepted samples will be given preference.
- d. Agency agreements / quotations older than Jul 2022 will not be considered valid for this IT. Firms must provide fresh Agency Agreements and quotations.
- e. All firms will provide Quoted / Not Quoted information in technical bids. Offers with blank quoted will be considered as Not Quoted.
- f. Technical Offers to clearly mention **"TOTAL NUMBER OF ITEMS QUOTED"** at the end of technical bids.
- g. Please mention country of manufacture of all items having origin other than China, Gen, Jap, Korea, OEM, Pak, Thai, USA. Any quotation without country of manufacture will be rejected.
- h. Quotations will be dropped separately in two envelopes (clearly marked) one for **"Technical Offer"** and other containing **"Commercial offer"**.
- i. Separate CDs of **"Technical Offer"** and **"Commercial Offer"** are mandatory to be submitted along with quotation.
- j. **Commercial offer** of technically accepted offers will be opened in front of the vendors and lowest quote be info.

IT No. 04/FY 2025-26

Ser	Make & Type
1.	A-in-U Items (Anx 'A')
2.	Cap Bldg & TMDEs (Anx 'B')