

Directorate of Procurement (Navy)

Through Bahria Gate

Near SNID Center, Naval Residential Complex, E-8, Islamabad

Contact: Reception 051-9262306, Bahria Gate 0331-5540649, Section

Tender No & Date \_\_\_\_\_

Tender Description \_\_\_\_\_

IT Opening Date \_\_\_\_\_

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

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

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

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

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

**Documents to be Attached with Quotation**

Firm is to submit its proposal in a sealed envelope which shall contain 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 attached:

S No	Document	Original Set	Copy Set
1.	Bank Challan		
2.	Principal Authorization Letter (where applicable)		
3.	Principal Invoice (Muted – without Price) (where applicable)		
4.	DP -1 Form of IT (with compliance remarks)		
5.	DP – 2 Form of IT with compliance remarks against each clause		
6.	Technical Offer / Specs		
7.	Annexes of IT		
8.	DP-3 form of IT (dully filled & signed)		
9.	DGDP Registration Letter (If firm is registered with DGDP)		
10.	Income Tax Filling Proof		
11.	Sales Tax Registration 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.	Firm's Commercial Offer	01 x Original
2.	Principal Invoice (where applicable)	01 x Original
3.	Dully filled DP-2 Form of IT	01 x Original

**Firm's Declaration**

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

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

**DIRECTORATE PROCUREMENT (NAVY)**

Tender No.....  
 Directorate of Procurement (Navy)  
 Through Bahria Gate  
 Near SNIDS Centre,  
 Naval Residential Complex, E-8,  
 Islamabad  
 Contact: Reception: 051-9262306  
 Bahria Gate: 331-5540649  
 Section: 051-9262302  
 Email: [dpn@paknavy.gov.pk](mailto:dpn@paknavy.gov.pk)  
[adpn32@paknavy.gov.pk](mailto:adpn32@paknavy.gov.pk)

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

Date \_\_\_\_\_

**INVITATION TO TENDER AND GENERAL INSTRUCTIONS**

Dear Sir / Madam,

1. DP (Navy) invites you to tender for the supply of stores/equipment/ services as per details given in attached Schedule to Tender (Form DP-2).

2. **Caution:** This tender and subsequent contract agreement awarded to the successful bidder is governed by the rules / conditions as laid down in PPRA Rules-2004 and DPP&I-35 (Revised 2019) covering general terms & conditions of contracts laid down by MoDP / DGDP. As a potential bidder, it is incumbent upon you and your firm to first acquaint yourself with PPRA Rules 2004 ([www.ppra.org.pk](http://www.ppra.org.pk)) and DPP&I-35 (Revised 2019) (print copy may be obtained from DGDP Registration Cell on Phone No. 051-9270967 before participating in the tender. If your firm / company possesses requisite technical as well financial capability, you must be registered or willing to register with DGDP to qualify for award of contract, which shall be made after security clearance and provision of required registration documents mentioned in Para 15 of this DP-1.

Understood  
agreed

Understood  
not agreed



3. **Conditions Governing Contracts.** The ‘Contract’ made as result of this I/T (Invitation to Tender) i.a.w PPRA Rules 2004 shall mean the agreement entered into between the parties i.e. the ‘Purchaser’ and the ‘Seller’ on Directorate General Defence Purchase (DGDP) contract Form “DP-19” in accordance with the law of contract Act, 1872 and those contained in Defence Purchase Procedure & Instructions and DP-35 (Revised 2019) and other special conditions that may be added to given contract for the supply of Defence Stores / Services specified herein.

Understood  
agreed

Understood  
not agreed



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

a. **Commercial Offer.** The offer will be in duplicate and indicate prices quoted in figures as well as in words in the currency mentioned in IT. It should be clearly marked in fact on a separate sealed envelope

Understood  
agreed

Understood  
not agreed

**“Commercial Offer”**, tender number and date of opening. Taxes, duties, freight/transportation, insurance charges FATs Local Training, Foreign Training, Installation Commissioning, Services Taxes etc are to be indicated separately. Total price of the items quoted against the tender is to be clearly mentioned. In case of more than one option offered by the firm, DP(N) reserves the right to accept lowest technically accepted option if more than one options were accepted in Technical Scrutiny Report.

b. **Technical Offer: (Where Applicable).** Should contain all relevant specifications in DUPLICATE (or as specified in IT) along with essential literature/brochure, drawings and compliance metrics in a separate sealed envelope and clearly marked “Technical Offer” without prices, with tender number and date of opening. Technical offer shall be opened first; half an hour after the date and time for receipt of tender mentioned in DP-2. Firms are to confirm/comply with IT technical specification in the following format:

Understood  
agreed

Understood  
not agreed



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

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

(Firms must clearly identify where their offer does not meet or deviates from IT Specs)

c. **Special Instructions.** Tender documents and its conditions may please be read point by point and understood properly before quoting. All tender conditions should be responded clearly. In case of any deviation due to non-acceptance of tender conditions(s), **the same should be highlighted alongwith your offered conditions. Tender may however be liable to be rejected.**

Understood  
agreed

Understood  
not agreed



d. Firms shall submit their offers in two separate envelopes (i.e. two copies of commercial offer and two or more copies of the technical offer as asked in the IT) and envelopes clearly marked “Technical proposal”, “Commercial proposal” in bold. The commercial offer will include rates of items/services called for and the technical offer will not indicate the rates. Both types of offers are to be enclosed in separate covers and each envelope shall be properly sealed bearing the signature of the bidder. Each cover shall indicate type of offer, number and date of IT and IT opening date. Thereafter both the envelopes (technical and commercial offer) shall be placed in one envelope (second cover) duly sealed and signed. This cover should bear the address of the procurement agency indicating, issuance 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 offer duly stamped/signed by the authorized signatory/ person. It is pertinent to mention that all these are essential requirement for participation in the tender. Understood agreed  Understood not agreed

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

**Directorate of Procurement (Navy)**

Through Bahria Gate, Near SNIDS Centre,  
Naval Residential Complex, E-8,  
Islamabad

Contact: Reception: 051-9262306  
Bahria Gate: 331-5540649  
Section: 051-9262302

Email: [dpn@paknavy.gov.pk](mailto:dpn@paknavy.gov.pk)  
[adpn32@paknavy.gov.pk](mailto:adpn32@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 051-9262302 well before the opening date / time. Understood agreed  Understood not agreed

6. **Tender Opening.** Tenders will be opened as mentioned in the schedule to tender. Commercial offers will be opened at later stage if Technical Offer is found acceptable on examination by technical authorities of Service HQ. Date and time for opening of Commercial offer shall be intimated later. Only legitimate / registered representative of firm will be allowed to attend tender opening. Tenders received after date & time specified in DP-2 would be rejected without exception and returned un-opened i.a.w Rule 28 of PPRA-2004. Understood agreed  Understood not agreed

7. **Validity of Offer.**

a. The validity period of quotations must be indicated and should invariably be 120 days from the date of opening of commercial 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. Understood agreed  Understood not agreed

b. The quoting firm will certify that in case of an additional requirement of the contract items (s) in any qty(s) within a period of 12 months from the date of signing the contract, these will also be supplied at the ongoing contract rates with discount.

8. **Quoting of Rates.** Only one rate will be quoted for entire quantity, item wise. In case quoted rates are deliberately kept hidden or lumped together to trick other competitors for winning contract as lowest bidder, DP(N) reserves the right to reject such offers on-spot besides confiscating firm's Earnest Money / Bid Security and take appropriate disciplinary action. Conversion rate of FE/LC components will be considered w.e.f. opening of commercial offer as per PPRA Rule-30(2). Understood agreed  Understood not agreed

9. **Return of I/T.** ITs are to be handled as per following guidelines:
- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | Understood<br>agreed     | Understood<br>not agreed |
| a. 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.  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. It is a standard practice to invite all firm(s) including those un-registered 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. |                          |                          |
10. **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.
- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | Understood<br>agreed     | Understood<br>not agreed |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
11. **Provision of Documents in case of Contract.** In case any firm win a contract, it will deposit following documents before award of contract:
- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | Understood<br>agreed     | Understood<br>not agreed |
| a. Proof of firm's financial capability.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 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)  |                          |                          |
12. **Treasury Challan.**
- |  |                          |                          |
|--|--------------------------|--------------------------|
| a. Offers by registered firms must be accompanied with a Challan form of Rs.200/- (obtainable from State Bank of Pakistan/Government Treasury) and debit able to Major Head C02501-20, Main Head-12, Sub Head 'A' Miscellaneous (Code Head 1/845/30). Each offer will be covered by one Challan. | Attached                 | Not<br>Attached          |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Firms, un-registered / un-indexed with DGDP (Registration Section) are to acquire prior approval from DP (Navy) to participate in the tender competition through formal application accompanied by Challan Form of Rs <b>300</b> in favour of CMA (DP).                                       |                          |                          |
13. **Earnest Money/Tender Bond:-** Your tender must be accompanied by a **Call Deposit Receipt (CDR) in favor of CMA (DP)**, Rawalpindi for the following amounts:-
- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | Attached                 | Not<br>Attached          |
| a. <b><u>Rates for Contract.</u></b> The rate of earnest money and its maximum ceiling for different categories of firms would be as under:-        | <input type="checkbox"/> | <input type="checkbox"/> |
| (i) <b><u>Registered/Indexed/Pre-Qualified Firms.</u></b> 2% of the quoted value subject to maximum ceiling of <b>Rs. 0.500 Million.</b>            |                          |                          |
| (ii) <b><u>Registered/Pre-Qualified but Un-indexed Firms.</u></b> 3% of the quoted value subject to maximum ceiling of <b>Rs. 0.750 Million.</b>    |                          |                          |
| (iii) <b><u>Unregistered/not Pre-Qualified/Un-indexed Firms.</u></b> 5% of the quoted value subject to maximum ceiling of <b>Rs. 1.000 Million.</b> |                          |                          |

(iv) **Submitting improper Earnest Money.** 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. Photocopy of EM must be attached with Technical Offer as proof after hiding the amount with black Bold Marker.

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).

14. **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:-

Understood  
agreed

Understood  
Not agreed



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

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

Understood  
agreed

Understood  
not agreed



16. **Condition of Stores.** Brand new stores will be accepted on Firm's Warranty/Guarantee Form DPL-15 enclosed with contract.

Understood  
agreed

Understood  
not agreed

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

Understood  
agreed

Understood  
not agreed

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

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

c. Original quotation/Principal/OEM proforma invoice.

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

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

(i) Imported material with break down item wise along-with import duties.

(ii) Variable business overheads like taxes and duties imposed by the federal/provincial government as applicable:-

(1) General Sales Tax

(2) Income Tax

(3) Custom Duty. PCT code along with photocopy of the related page is to be attached where applicable.

(4) Any other tax/duty.

(iii) Fixed overhead charges like labour, electricity etc.

(iv) Agent commission/profit, if any.

(v) Any other expenditure/cost/service/remuneration as asked for in the tender.

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

Understood  
agreed

Understood  
agreed

a. 1<sup>st</sup> rejection on Govt. expense

b. 2<sup>nd</sup> rejection on supplier expense

c. 3<sup>rd</sup> rejection contract cancellation will be initiated.

19. **Security Deposit/Bank Guarantee .** To ensure timely and correct supply of stores the firm will furnish an unconditional Bank Guarantee(BG) from a schedule Bank 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 CDR/Bank Draft/Pay Order. 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

Understood  
agreed

Understood  
not agreed

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.

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

Understood  
agreed

Understood  
not agreed



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

c. It is strictly forbidden to socialize, call or meet any official / staff of DP (Navy) in private or during off hours. If any official / staff from Purchaser side asks for any undue favour or gratification directly or indirectly, the matter is to be immediately brought to the personal notice of Director Procurement (Navy) on Tel: 051-9271468 or through a personal meeting in office. Privacy of firms and their Reps sharing such information will be guaranteed without any prejudice to their normal business activities.

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

Understood  
agreed

Understood  
not agreed



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

Understood  
agreed

Understood  
not agreed



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

Understood  
agreed

Understood  
not agreed

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

Understood  
agreed

Understood  
not agreed

25. **Price Variation.**

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

Understood  
agreed

Understood  
not agreed

26. **Force Majeure.**

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

Understood  
agreed

Understood  
not agreed

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

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

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

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

27. **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 marking insufficient progress towards settlement of dispute(s) at any time, then such party may be written notice to the other party to refer the dispute (s) to final and binding arbitration as provided below:

Understood  
agreed

Understood  
not agreed

a. The dispute shall be referred to Secy (DP) for his discussion.

b. The venue of arbitration shall be the place as the Purchaser at his discretion may determine.

c. Decision of Secy (DP) shall be final and binding on both the parties.

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

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

<p>28. <b><u>Court of Jurisdiction.</u></b> In case of any dispute only court of jurisdiction at Islamabad, Pakistan shall have jurisdiction to decide the matter.</p>	<p>Understood agreed</p>	<p>Understood not agreed</p>
<p>29. <b><u>Liquidated Damages(LD).</u></b> Liquidated Damages upto 2% per month are liable to be imposed on the suppliers by the purchaser in accordance with DP-35, if the stores supplied after the expiry of the delivery date without any valid reasons. Total value of LD shall not exceed 10% of the contract value.</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Understood agreed</p>	<p>Understood not agreed</p>
	<input type="checkbox"/>	<input type="checkbox"/>
<p>30. <b><u>Risk Purchase.</u></b> In the event of failure on the part of supplier to comply with the contractual obligations the contract will be cancelled at the Risk and Expense (RE) of the supplier in accordance with DP-35.</p>	<p>Understood agreed</p>	<p>Understood not agreed</p>
	<input type="checkbox"/>	<input type="checkbox"/>
<p>31. <b><u>Compensation Breach of Contract.</u></b> If the contractor fails to supply the contracted stores or contract is cancelled either on RE or without RE or contract become ineffective due to default of supplier / seller or stores / equipment declared defective and caused loss to the Government, contractor shall be liable to pay to the Government compensation for loss or inconvenience resulting for his default or from the rescission of his contract when such default or rescission take place such compensation will be in excess to the RE amount, if imposed by the competent authority. Compensation amount in terms of money will be decided by the purchase officer and will be deposited by contractor / seller in Government treasury in the currency of contract.</p>	<p>Understood agreed</p>	<p>Understood not agreed</p>
	<input type="checkbox"/>	<input type="checkbox"/>
<p>32. <b><u>Gratuities/Commission/Gifts.</u></b> No commission, rebate, bonus, fee or compensation in any form shall be paid to any local or foreign agent, consultant representative, sales promoter or any intermediary by the Manufacturer/Supplier except the agent commission payable as per the agent commission policy of the government and as amended from time to time and given in the contract. Any breach of such clause(s) of the contract by Manufacturer/Supplier and/or their sole nominated representative may result in cancellation of the contract blacklisting of the Manufacturer/Supplier financial penalties and all or any other punitive measure which the purchaser may consider appropriate.</p>	<p>Understood agreed</p>	<p>Understood not agreed</p>
	<input type="checkbox"/>	<input type="checkbox"/>
<p>33. <b><u>Termination of Contract.</u></b></p>	<p>Understood agreed</p>	<p>Understood not agreed</p>
<p>a. If at any time during the currency of the contract the Purchaser decides to terminate the contract for any reason whatsoever (other than for reasons of Non-Delivery) he shall have right to do so by giving the Supplier a registered notice to that effect. In that event the Purchaser will accept delivery at the contract price and terms of such stores/goods/services which are in the actual process of manufacture that is completed and ready for delivery within thirty days after receipt by the Supplier of such notice.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>b. In the case of remainder of the undelivered stores/goods/services the Purchaser may elect either:</p>		
<p>(i) To have any part thereof completed and take the delivery thereof at the contract price or.</p>		
<p>(ii) To cancel the remaining quantity and pay to the Supplier for the articles or sub-components or raw materials purchased by the Supplier and are in the actual process of manufacture at the price to</p>		

be determined by the Purchaser. In such a case materials in the process of manufacture shall be delivered by the Supplier to the Purchaser.

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

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

34. **Rights Reserved.** Directorate of Procurement (Navy), Islamabad 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).

Understood  
agreed

Understood  
not agreed

35. **SECRECY/ NON DISCLOSURE AGREEMENT (NDA).**

Understood  
agreed

Understood  
not agreed

a. The Purchaser and the Contractor undertake and agree to exercise their best efforts to prevent any unauthorized person(s) from gaining access to drawing offices or workshops or other premises where the supplies are being designed, manufactured, constructed, stored and/ or outfitted.

b. As the contractor and is Sub-Contractor(s) are the exclusive owners of the intellectual property right/ copy right and industrial rights of any and all contractual designs, data, software, TDP, drawings etc., and since they possess all relevant rights therein, the Purchaser and the Contractor undertake and agree to prevent such designs, data, software, drawings, TDP, etc. as well as copies thereof from falling into the hands of representatives of any other foreign power of competitor of the Contractor or its Sub-Contractor(s) and Purchaser or any other unauthorized Party or person.

c. The above provisions shall, however, not be constructed as any restriction whatsoever of the Purchaser's/ Shipyard's application and use of such drawings and TDP for any purpose in accordance with this Contract.

d. The secrecy obligations above are supplementary to those contained in any agreement between the Pakistan Navy on behalf of the Purchaser, whereby the obligations pursuant to above shall be subject to the Pakistan law regarding the custody and protection of classified matter.

e. It is the Contractor's responsibility to ensure that all such information is protected in accordance with the protective markings assigned by the Purchaser. If in any case this become essential with regards to this Contract to disclose the information classified as Confidential or above to Sub-Contractors (OEMs), approval must be sought from the Contractor.

f. The Contractor undertakes to prevent any unauthorized visits to the platform(s) being constructed / upgraded, and / or systems / equipment being manufactured /developed for the Purchaser to ensure confidentiality of the information concerning this project. No unauthorized Part or person

may be allowed onboard during its construction/ upgrade and qualification tests.

g. The terms of this Contract are 'CONFIDENTIAL' and each Party agrees not to disclose them to any Third party except as may be necessary for the performance of this Contract which includes its professional advisors and as else may be required.

h. The Contractor undertakes that any information about the sale/purchase of the goods/stores under this contract shall not be communicated to any person/organization/agency, other than the manufacturer of the stores/ equipment/material, or to any press or agency not authorized by the Purchaser to receive it. Any breach on this account will be punishable under Official Secrets Act-1923 of Pakistan and may lead to legal action against the Contractor in addition to termination of the contract at the risk and expense of the Contractor.

36. **Acknowledgment.** Firms will send acknowledgement slips within 07 day from the date of downloading of IT from the PPRA Website i.e. [WWW.PPRA.ORG.PK](http://WWW.PPRA.ORG.PK)  Understood agreed  Understood not agreed

37. **Disqualification.** Offers are liable to be rejected if:-

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

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

Understood  
agreed

Understood  
not agreed

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

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

Understood  
agreed

Understood  
not agreed

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

Understood  
agreed

Understood  
not agreed

41. 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:

- 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 & 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

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

Understood  
agreed

Understood  
not agreed

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

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

Sincerely yours,

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

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

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

DPL-15 (WARRANTY)

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

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

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



SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PLACE \_\_\_\_\_

**BANK GUARANTEE FOR PERFORMANCE ON  
JUDICIAL 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 Messer's \_\_\_\_\_

(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/alternation 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 enchased 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 debaring, 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.

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

**ATTESTED BY OATH COMMISSIONER WITH STAMP**

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC  
PAYABLE BY THE SUPPLIER OF GOODS, SERVICES & WORKS IN

**Contract No.**

**Contract Value:**

**Contract Title:**

a. M/s \_\_\_\_\_ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

b. Without limiting the generality of the foregoing, M/s \_\_\_\_\_ represents and warrant that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan(GoP), except that which has been expressly declared pursuant hereto.

c. M/s \_\_\_\_\_ that it has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP as referred to above and has not taken any action or shall not take any action or shall not take any action to circumvent the above declaration, representation or warranty.

d. M/s \_\_\_\_\_ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be avoidable at the option of GoP.

e. Notwithstanding any rights and remedies exercised by GoP in this regard, agrees to indemnify GoP for any loss or damage incurred by GoP on account of the corrupt business practices of M/s \_\_\_\_\_ and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by M/s \_\_\_\_\_ as aforesaid for the purpose of obtaining or inducing the

f. Procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from GoP.

\_\_\_\_\_  
[The Buyer]

\_\_\_\_\_  
[The Supplier]

**UNDERTAKING**

(To be given on affidavit dully attested by Oath Commissioner/Magistrate)

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

on behalf of \_\_\_\_\_  
(Name for Firm / Contractor)

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

2. Do hereby solemnly affirm to abide by the provision of Official Secrets Act 1923 and the conditions contained therein. Breach of these provisions on my part or any employee of the firm, in addition to any penalty under law, will render immediate cancellation of the contract and may lead to legal action beside completion of the reminder work by any other business cocern considered suitable by the accepting office at our own risk.

3. M/s..... accepts full responsibility and strict liability to protect classified information contained in the contract however in any case this become essential to disclose the information classified as confidential or above to sub contractor (OEM), approval from the purchaser shall be sought. Infringement of aforesaid will render contract termination apart from legal action before the court of competent jurisdiction as per contract.

Sig \_\_\_\_\_  
Status/Appointment \_\_\_\_\_  
Place \_\_\_\_\_  
Date \_\_\_\_\_

1. Signature of Witness \_\_\_\_\_  
Name (in Block capital) \_\_\_\_\_  
CNIC No \_\_\_\_\_  
(Please attach photocopy)  
Address \_\_\_\_\_  
\_\_\_\_\_

Seal & Date

2. Signature of Witness \_\_\_\_\_  
Name (in Block capital) \_\_\_\_\_  
CNIC No \_\_\_\_\_  
(Please attach photocopy)  
Address \_\_\_\_\_  
\_\_\_\_\_

Seal & Date

# INVITATION TO TENDER FORM

1. Schedule to Tender No **DCM/2590399/R-2603/320637** dated \_\_\_\_\_. This tender will be closed for acceptance at **1030 Hours** and will be opened at **1100 Hours** on **12-05-2026**. Please drop tender in the **Tender Box No 202**.

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 & stamped. Same are available at [www.ppra.org.pk](http://www.ppra.org.pk).

S NO	DETAIL OF STORES	QTY/ UNIT	UNIT PRICE	TOTAL PRICE
<b>PROCUREMENT OF 03 X LINE ITEMS (WATER SPORTS EQUIPMENT) FOR JNB AoR, ORMARA</b>				
1.	PADDLE BOAT	03		
2.	JET SKIS 1100 CC (YAMAHA or Equivalent)	02		
3.	LASER CLASS BOAT (Laser Radial Laser 4.7 or Equivalent )  <b><u>TECHNICAL SPECIFICATION:</u></b> As Per Annex 'A'  <b><u>GENERAL REQUIREMENT AND CONDITIONS:</u></b> As Per Annex 'B'  <b>Note:</b> Firm has to quote all 03 x items as a package otherwise offer will be rejected.	10		
<b>Note:</b> All participating firms are required to read DP(N) requirement carefully and provide compliance against IT. No amendment will be made after submission of proposals without provision of documentary evidence.				

## Terms & Conditions

1. **Terms of Payment.** As per Annex 'B' of Schedule of Payment
2. **Origin of Stores.** As Per Annex 'A'
3. **Origin of OEM.** To be indicated by Firm
4. **Technical Scrutiny Report.** Required.
5. **Delivery Period.** Attached as per Annex 'B'
6. Trade Link between firm and OEM.
7. **Currency.** Pak Rupees
8. **Basis for acceptance.** **FOR/JNB ORMARA Basis**
9. **Bid validity.** The validity period of quotations must be indicated **and should invariably be 120 days from the date of opening of commercial offer**

or 30th June whichever is later. 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.

10. **Tendering procedure** Single Stage- Two Envelopes bidding procedure will be followed. PPRA Rule 36 (b) refers.

11. **Earnest Money/Tender Bond**:- Your tender must be accompanied by a **Call Deposit Receipt (CDR)** in favor of CMA (DP) in separate envelope, Rawalpindi for the following amounts:-

a. **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 Firms.** 3% of the quoted value subject to maximum ceiling of **Rs. 0.750 Million.**

(iii) **Unregistered/not Pre-Qualified/Un-indexed Firms.** 5% of the quoted value subject to maximum ceiling of **Rs. 1.000 Million.**

b. Photocopy of EM must be attached with Technical Offer as proof after hiding the amount with black Bold Marker.

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).

12. **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. Tender Opening Board is authorized to check earnest money.** AUTHORIZATION LETTER IS MANDATORY FORM YOUR PRINCIPAL FIRM AT THE TIME OF PARTICIPATION IN TENDER.
- h. **UNDER TAKING ON STAMP PAPER W.R.T ADEQUACY OF SUBMITTED EARNEST MONEY IS ALSO BE ENCLOSED.**
- j. Duly completed Form DP-1 and DP-3 are to be attached with Technical Offer.
- k. DP-2 Form shall also be submitted with Technical Offer without mentioning of prices. Moreover, compliance or otherwise against each para/requirement of Annex A & B duly signed & stamped by firm authorized rep is to provided for technical scrutiny.
- l. 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.**

**TECHNICAL SPECIFICATIONS-03 LINE ITEMS (WATER SPORTS EQUIPMENT) FOR JNB AoR  
 ORMARA**

S.NO	ITEM/ EQUIPMENT	DESCRIPTION	QTY
1.	Paddle Boat	Dry Weight: 200KGS Seating Capacity: 2 Persons Engine Type: Non-Motor Dimensions: L8'1" x W5'4" x H2 Draft: 11 Inches Material: Fiber Glass Reinforced Plastic (FRP)	03
2.	Jet Skis 1100 CC OR. (YAMAHA Equivalent)	Model code: F1K Hull: 6D3 Engine/jet: Dimensions: Length 3,220 (126.8)mm (in) Width 1,170 (46.1)mm (in) Height 1,150 (45.3)mm (in) Dry weight 325 (716)kg (lb) Maximum capacity 3/240 (530)Person/kg (lb) Performance: Maximum output 81.0 (110) @ 8,000kW (PS) @ r/min Maximum fuel consumption 28.0 (7.4, 6.2)l/h (US gal/h, Imp gal/h) Cruising range 2.1 h Engine: Engine type 4-stroke, L4, DOHC Displacement 1,052 (64.2) Bore x stroke 76.0 x 58.0 (2.99 x 2.28) Compression ratio 11.4:1 Exhaust system Wet exhaust Lubrication system Dry sump Cooling system Water cooled Starting system Electric starter Ignition system TCI Ignition timing BTDC 5-BTDC 35 Spark plug model CR9EB (NGK) (manufacturer) Spark plug gap 0.7-0.8 (0.028-0.031) Battery capacity 12/19 Generator output 12-21 @ 6,000 Fuel and oil: Fuel type Regular unleaded gasoline Minimum fuel rating 86PON*90RON* Fuel tank capacity 60 (15.9, 13.2) L (US gal, Imp gal) Engine oil type 4-stroke motor oil Engine oil grade SE, SF, SG, SH, SJ, SL API Engine oil quantity 4.3 (4.5, 3.8) L (without oil filter replacement)4.3 (4.5, 3.8) L, (US qt, Imp qt) (with oil filter replacement)2.0 (2.1, 1.8) L, (US qt, Imp qt)	02
3.	Laser Class Boat (laser radial laser 4.7 or equivalent)	Boats laser HD harken fit out hull with fittings, cover and trolley complete ready to sail. Length : 13 ft 10 in (4.20m) Beam: 4ft 5 in (1.39m) Hull weight: 130lbs (59 kg) Material: Fiberglass/ GRP Draft: 2ft 7 in (0.787m) Capacity: 1-2 Personnel	10
4.	<b>Acceptable Make</b>	YAMAHA or equivalent, Country of origin UK/ UAE	

"The equipment shall be recently manufactured/ fresh batch not refurbished, OEM certified and may not be older than 01 year at the time of delivery"



**GENERAL SPECIFICATIONS-03 LINE ITEMS (WATER SPORTS EQUIPMENT) FOR JNB AoR  
ORMARA**

S. NO	GENERAL REQUIREMENT/ CONDITIONS/ INSTRUCTIONS
1.	<b>SPECIAL INSTRUCTIONS</b> Stores are to be accepted against DPL-15.
2.	<b>PROVISION OF SPARES/CONSUMABLES</b> Supplier is to provide OEM recommended parts mentioned in Annex A for scheduled maintenance and operation.
3.	<b>PROVISION OF BROCHURE</b> The OEM brochure of the stores details is to be provided by the supplier.
4.	<b>TECHNICAL REJECTION</b> In case of non-compliance of any of the clause of Annex A to contract, offer is subject to technical rejection.
5.	<b>DELIVERY SCHEDULE</b> The equipment/stores are to be delivered on FOR JNB ORMARA bases within 03 months from the date of signing of contract.
6.	<b>UPDATES &amp; CURRENT INFORMATION</b> Supplying firm in "Offer/Quotation" is to provide latest updates and information about Tech specifications/data if Pattern No, Part No or quality standards of a particular item has been superseded by a new one after conclusion of contract, the supplier will be required to produce a documentary proof to this effect originating from the relevant OEM. If replaced part affects fittings and functioning of other associated parts as well, then details of those parts are also to be provided.
7.	<b>DOCUMENTATION REQUIRED</b> Supplier to provide following documentation at time of inspection: <ol style="list-style-type: none"> <li>Firm's Warranty/Guarantee on form "DPL-15".</li> <li>Operator manuals covering comprehensive operating instructions alongwith CDs.</li> <li>Maintenance manual and procedures alongwith flow charts and diagrams with circuit diagram with all maintenance routines of the equipment.</li> <li>Complete priced spare parts list alongwith Part Nos. to be provided at the time of delivery of stores/spares. List of fast moving items may also be provided.</li> <li>Complete onsite, onboard &amp; depot level maintenance documentation must be provided. Maintenance manuals must cover comprehensive maintenance procedures alongwith flow charts and diagrams.</li> <li>Line diagrams, engineering diagrams and technical diagrams of entire project.</li> <li>Illustrated parts catalogues (IPCs).</li> </ol>
8.	<b>CERTIFICATE OF CONFORMANCE (CoC) BY OEM</b> Firm shall provide correct and valid e-mail and fax No. CINS and DP(N). Seller shall either provide OEM Conformance Certificate to CINS or shall be e-mailed at address <a href="mailto:cins@paknavy.gov.pk">cins@paknavy.gov.pk</a> , under intimation to DP(N). Hard copy COC must follow in any case through courier. On receipt, CINS shall approach the OEM for verification of conformance Certificate issued by the OEM. Firms rendering false OEM Conformance Certificate shall be black listed. OEM's COC must have following information: <ol style="list-style-type: none"> <li>Description of Store along with Quantity.</li> <li>Part/ Pattern No of Stores.</li> <li>Manufacturer Identification (Name Address and Contract No).</li> <li>Date/ period of manufacturing.</li> <li>List of Serial Numbers, Batch Number or Lot Numbers as embossed/ engraved on the stores (as applicable).</li> <li>Details of Test Reports (FATs/ OEM Lab Test Report) along with dates and tests conducted (as applicable).</li> <li>Details of third party testing authority (if their services used).</li> <li>List of safety/ regulatory standards (as applicable).</li> <li>Conformance to Standard/ Specifications quoted in the Contract.</li> </ol>
9.	<b>COURT OF JURISDICTION</b> 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 Islamabad shall be the Courts of Jurisdiction for any dispute relating to this contract for adjudication.
10.	<b>BIDDING PROCEDURE</b> This tender shall be floated on Open Tendering basis using Single Stage Two Envelope Bidding procedure.
11.	<b>END USER CERTIFICATE (EUC)</b> End User Certificate for OEM/Supplier to export the system to Pakistan shall be provided by Purchaser within 30 days after signature of contract by both the parties (if required by Supplier).



12.	<b>ORIGIN OF EQUIPMENT</b> Imported other than India & Israel with OEM CoC.
13.	<p><b>ADDITIONAL INSTRUCTIONS</b>  Certification Requirement:</p> <p>a. Seller/OEM shall confirm through OEM certificate at the time of supply/delivery of the equipment that equipment being supplied is brand new, of latest manufacture and proven equipment.</p> <p>b. Seller through certificate shall confirm that he shall provide import documents at the time of delivery of stores.</p> <p>c. Seller certificate for conformance of 100% indents specification, any deviation to be clearly indicated in the offer shall be provided at the time of delivery of stores.</p> <p>d. OEM's 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><b>Packing</b> Packing of equipment should be of international quality standards worthy of air, rail, sea and road transportation.</p>
14.	<b>END USER</b> CO PNS AHSAN,ORMARA
15.	<b>DISCREPANCY</b> The consignee shall render a discrepancy report to DP (Navy), DSports & PT within 30 days after receipt of stores if discrepancy found in the consignment. The quantities found short/deficient/detective are to be made good by the supplier, without additional cost.
16.	<p><b>Arbitration.</b> 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 marking insufficient progress towards settlement of dispute(s) at any time, then such party may be written notice to the other party to refer the dispute (s) to final and binding arbitration as provided below:</p> <p>a. The dispute shall be referred to Secy (DP) for his discussion.</p> <p>b. The venue of arbitration shall be the place as the Purchaser at his discretion may determine.</p> <p>c. Decision of Secy (DP) shall be final and binding on both the parties.</p> <p>d. In course of arbitration, the contract shall be continuously be executed except that part which is under arbitrating.</p> <p>e. All proceedings under this clause shall be conducted in English language and writing.</p>
17.	<p><b>FORCE MAJEURE</b></p> <p>a. The Parties will not be held responsible for any non-fulfillment or delay in carrying out the contractual obligations due to an event of Force Majeure such as acts of God (earthquake, flood, fire, typhoon, hurricane, mass epidemic diseases), war (military actions, subversive activities or sabotages), riots, civil commotion, strike, lockouts, prohibitive measures of governments (prohibition of trade relations with certain countries as a result of UN sanctions etc) directly affecting the parties and any event or circumstances on which the parties has no control.</p> <p>b. To be deemed force-majeure, the said events should be of extraordinary, unpredictable and unavoidable nature, and occur after the contract comes into force and be beyond the control of the Parties.</p> <p>c. Should the force-majeure circumstances occur, the suffering party must notify in writing the other party within 30 (thirty) days from occurrence thereof. The notice should contain information about the nature of the circumstances and, if possible, an evaluation or estimate of their probable impact upon performance of obligations under the contract, as well as the time required for such performance.</p> <p>d. Upon termination of the above-mentioned circumstances, the suffered party should promptly give a relevant written notice to the other party. The notice should specify the time within which performance of obligations under the contract is being suggested.</p> <p>e. Within reasonable time, the party exposed to force-majeure should transfer to the other party a certificate issued by the legal authorities as evidence of occurrence of the force-majeure situation</p> <p>f. Should the force-majeure situation occur, the timing of performance by the parties of their respective obligations under the contract shall be extended adequately by adding on the duration of such circumstances and consequences thereof.</p> <p>g. Should the force-majeure circumstances continue for more than consecutive 60 (sixty) days, the parties shall negotiate and coordinate appropriate measures needed to perform their respective obligations under the contract. If duration of such circumstances exceeds 6 (six) months and the parties fail to agree on further coordinated measures to perform their respective obligations, the Contracting Party (Purchaser) shall have the right to terminate the contract, whether partially or wholly, free of any subsequent claims, by sending a written termination notice to the other party (Seller).</p> <p>h. The Purchaser may not claim LD in relation to delays in delivery, provided that such delays have been caused by occurrence of a force-majeure event.</p> <p>j. Delay in obtaining the export licenses, permits, and/or third-party certificate may not be counted as Force Majeure.</p> <p><b>LIQUIDATED DAMAGES (LD)</b> Delay in the supply of stores for first schedule/ supply order up to 21 days and for subsequent schedule/ supply order upto 15 days will be regarded as grace period available to the supplier and the delivery date will be considered to have been automatically extended</p>



	upto that limit without issuance of any formal amendment. For delays beyond 21 days and incase of subsequent schedule/ supply orders for delays beyond 15 days, formal amendment to the DP will be required. For purposes of imposing LD, if and when imposed, grace period will be inclusive i.e LD will be calculated from the original delivery date and not from the expiry of the grace period. LD will be recovered at the rate of upto 2% but not less than 1% of the value of stores supplied late per month or a part of a month for the period exceeding the original DP. The Supplier will not be entitled to any reimbursement of any additional taxes, excise duty, sales tax, etc, imposed by the Govt which becomes effective during the graceperiod and extensions in DP. LD thus imposed will not exceed 10% of the total value excluding taxes/ duties, freight, KPT, Insurance charges of the stores delivered late."
19.	<b>ADDITIONAL PURCHASE</b> Supplier is to agree that in case Purchaser wishes to buy additional quantity/number of stores within next 12 months after the completion date of the contract, the Supplier shall provide the equipment at the cost by calculating inflation rate/appreciation or depreciation rate announced by Government of Supplier's country. The Supplier may however sell stores at a lower cost.
20.	<b>DETAILS OF ALL DELIVERABLES</b> OEM/Supplier should mention the price of all deliverables i.e. equipment, spares, documentation applicable for accessories etc where applicable separately in financial quote. The same are to be subsequently incorporated in the correct documents.
21.	<b>PERFORMANCE BANK GUARANTEE (PBG)</b> To ensure timely and correct supply of stores, the firm will furnish an irrevocable and un-conditional Performance BG within 60 days of signing of contract from a scheduled bank of Pakistan for an amount equal to 10% of the total value of the contract (on a judicial stamp paper) of appropriate value as per prescribed format. It shall remain in force till 60 days beyond completion of warranty period
22.	<b>DISCONTINUATION OF PRODUCTION</b> a. In case of discontinuation of production of any component part as result of obsolescence of development of upgraded version, the seller is to inform the buyer at lease on (01) year in advance. b. The seller will ensure the provision of such components/parts as demanded by the buyer prior discontinuation of the production and shall also provide alternate for such components/parts in case the original is not available.
23.	<b>TERMINATION</b> a. If at any time during the currency of the contract 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 manufacturing that is completed and ready for delivery within thirty days after receipt by the Supplier of such notice. b. In case of remainder of the undelivered stores/goods/services the Purchaser may elect either to have any part thereof completed and take delivery thereof at the contract price or to cancel remaining quantity and pay to the Supplier for the articles or sub- components or raw materials purchased by Supplier and are in the actual process of manufacturing at the price to be determined by Purchaser. In such a case materials in the process of manufacturing shall be delivered by the Supplier to the Purchaser. c. No payment shall however be made for any materials not yet in the actual process of manufacturing on the date notice of cancellation is received. d. Should the Supplier fail to deliver goods/services in time as per terms of contract or fail to render Bank Guarantee within stipulated time period or any breach of 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.
24.	<b>PRICE VARIATION</b> Prices in the schedule of stores of this contract are firm and final.
25.	<b>SUBLETTING</b> The Supplier shall be entirely responsible for the execution of the contract in all respects according to the terms of the contract. The Supplier shall not sublet, transfer or assign the contract or any part thereof to any other firm/party without prior written permission of the Purchaser.
26.	<b>INDEMNITY</b> The Supplier shall at all times indemnify the Purchaser against all claims which may be made in respect of the stores for infringement of any rights protected by Patent, Registration of Design or Trade Mark and shall take all risks of accidents or damages which may cause a failure of the supply from whatever cause arising and the entire responsibility for the sufficiency of all the means used by him for the fulfillment of the contract provided always that in the event of any claim in respect of alleged breach of Patent, Registered Design or Trade Mark being made against the Purchaser, the Purchaser shall notify the Supplier of the same and the Supplier shall be at liberty to settle any dispute or to conduct any litigation that may arise there from at his own expenses.
27.	<b>RISK PURCHASE</b> 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 & I-35 (Revised 2024). The purchaser shall be entitled to receive back all advance payments made by him.
28.	<b>SECURITY</b> The Supplier(s) 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 of the



	stores, or to any press or agency not authorized by the DP(N) 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 of Supplier. In this regard 'Non Disclosure Agreement (NDA)' as per format at Appendix-I is to be signed by the firm at the time of signing of contract.
29.	<b>INSPECTION</b> Inspection / Acceptance of stores will be jointly made by Reps of CINS and Rep of CO PNS AHSAN and consignee in presence of supplier's Rep within 15 days of receipt of store by PN on the basis of specification, description / nomenclature, Quantity and physical condition of the store etc.
30.	<b>ACCEPTANCE</b> Final acceptance certificate will be signed by PN Inspection Authority i.e CINS after successful testing at PNS AHSAN to the entire satisfaction of PN.
31.	<b>ACCEPTANCE/INSPECTION CRITERIA</b> The equipment/machinery will not be acceptable in case of the following: a. Specifications at Annex 'A' are not met b. OEM Accuracy Test Certificate/card for each technical item. c. Confirmation of performances and functions is not same as given in the contract and relevant documentation/manuals.
32.	<b>PAYMENT TERMS/PAYMENT MILESTONES</b> a. As per DPP & I-35 (Revised 2024) or as decided by DP (N). b. 60% payment on completion of following: (1) Delivery of FOR JNB ORMARA alongwith tools/ stores (2) Successful Joint Inspection without any discrepancy (3) Provision of Documents  c. 40% payment on completion of following: (1) Successful completion of Installation/ integration/ interfacing/ STW/ commissioning of platform/ equipment/ machinery at purchasers site complying al specifications/ acceptance criteria and issuance of acceptance certificate by end user (2) Trail of the equipment by OEM/firm to the satisfaction of the end user. (3) Issuance of CRV by consignee
33.	<b>WARRANTY/GUARANTEE:</b> a. Supplier is to guarantee that product is as per specs of the contract. b. Complete equipment including accessories are to be warranted by the supplier for a period of 01 year, for all defects from the date of final acceptance by PN. c. The supplier is to guarantee that all the items supplied under the terms of this contract are of the latest version, OEM certified and brand new. Stores, which are not procured directly from OEM or his authorized dealer/ agent/ stockiest will not be acceptable. d. The supplier is to guarantee that materials used, whether or not of his manufacture, conform to the international quality standards for such equipment. e. Post delivery, the supplier will replace during warranty period without any additional cost within 30 days every article or part thereof which before use or in use shall be found defective/ damaged or not within the limits and tolerances of specifications, or in any way not in accordance with the terms of the contract at the time of Joint Inspection. f. In case of supplier's failure to replace the defective stores without any additional cost within 30 days he will refund relevant cost in the currency in which received along with a reasonable compensation as claimed by PN.
34.	<b>INTEGRITY PACT</b> This contract is required to be supported by integrity pact which is to be signed by Supplier and Purchaser at the time of signing of contract.

Pakistan

TENDER No.....

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

To:

THE DIRECTOR OF PROCUREMENT  
(SECTION P-32)  
Through Bahria Gate  
Near SNIDS Centre,  
Naval Residential Complex, E-8,  
Islamabad  
Contact: Reception: 051-9262306  
Bahria Gate: 331-5540649  
Section: 051-9262302  
Email: [dpn@paknavy.gov.pk](mailto:dpn@paknavy.gov.pk)  
[adpn32@paknavy.gov.pk](mailto:adpn32@paknavy.gov.pk)

DEAR SIR

DATE \_\_\_\_\_

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

2. I/WE HAVE UNDERSTOOD THE INSTRUCTIONS TO TENDERS AND GENERAL CONDITIONS GOVERNING CONTRACT IN FORM No. DP-35 (REVISED 2002) 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

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

**IMPORTANT**

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

1. Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Address (Residential) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Designation in Firm : \_\_\_\_\_
5. CNIC : \_\_\_\_\_  
(Attach Copy of CNIC)
6. NTN : \_\_\_\_\_  
(Attach Copy of NTN)
7. Firm's Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Date of Establishment of Firm : \_\_\_\_\_
9. Firm's Registration Certificate with FBR/Chamber of Commerce/Registrar of Companies.  
(Attach Copy of relevant CERTIFICATE)
10. In case PARTNERSHIP (Attach particulars at serial 1,2,3,4,5 and 6 of each partner).

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