

RESTRICTED

Central Ordnance Depot
Havelian Cantt
Tel: 8022-35675
30 Apr 2025

6To: Public Procurement Regulatory Authority Islamabad

Subject: INVITATION TO TENDER INQUIRY NO 2 FY 2025/26 AND GENERAL INSTRUCTIONS

1. Date and time of closing of tender is 19 May 2026 up to 1030 hrs.
2. Date and time of opening of tender is 19 May 2026 at 1100 hrs the premises of Central Ordnance Depot Havelian.
3. List of store can be obtained from office concerned as the same cannot be published due to security reason.
4. **TERMS AND CONDITION GOVERNING BIDDING PURCHASE AND GENERAL INSTRUCTION FOR BIDDERS:-**
 - a. The purchaser can waive off any of the condition stipulated in this tender inquiry and reserves the right to accept or reject thereto.
 - b. Bidders should note that decision of Commandant Central Ordnance Depot Havelian will be final in respect of acceptance /rejection of the offers.
 - c. All samples and supplies will be subject to test and inspection either by concerned inspectorate or a board of officers constituted for the purpose and any cost incurred on test / inspection and stores consumed in the same will borne by supplier. Depot may test / inspect samples before placing of purchase orders.
 - d. Successful bidder will have to complete the supplies with in the period as specified in the purchase orders, failing which appropriate penalty as decided by the commandant Central Ordnance Depot Havelian will be imposed and necessary / appropriate disciplinary action will also be taken.
 - e. During warranty period if faults occurs in supplied stores then supplier will be responsible to either rectify the fault or get the faulty parts replaced with in 7 (seven) days of receipt of information from the purchaser at his specified place which can be other than the place of delivery of stores. In case supplier fails to rectify or replace the faulty part in a specified time than purchaser will have the right to take the disciplinary action against the supplier.
 - f. During warranty period it will be the responsibility of the supplier to carry out periodic maintenance of supplied store which will be free of cost at purchaser specified place which can be other than place of delivery of store.
 - g. Sample and store offered would be brand new, unused, as per approved specifications, drawing and samples where applicable.
 - h. In case of an item has no specification, drawing or approved sample then board of officers appointed for the purpose will decide its acceptable standards.
 - i. Make / Model / Brand and Country of origin of store must be mentioned where applicable.
 - j. Manufacturer certificate of branded items must be provided.
 - k. Prices / Rates will be quoted on delivery basis at location as mentioned in Para 4 above.
 - l. Prices / Rates quoted must be inclusive of all applicable taxes / duties.
 - m. Prices / Rates quoted must be as per accounting unit.

RESTRICTED

RESTRICTED

- n. Prices / Rates will be quoted in Pakistani currency only.
- o. Prices / Rates quoted will be applicable to complete zone.
- p. Prices / Rates quoted will be valid till 30 Jun 2026.
- q. Bid / Security / performance guarantee may be asked, if required. Successful bidder will have to supply store as per price / rate quoted for FY 2025/26 or else appropriate disciplinary action will be taken against the firm.
- r. Drawing/ specification of samples for the test/ inspection processes will be provided along with the stores.
- s. Part delivery/ part payment will not be accepted.
- t. Payment will be made after acceptance of stores.
- u. If stores are not delivered within the delivery period, penalty will be imposed. @ 1-2 % per month not exceeding 10 % of contracted stores.
- v. Items should be packed properly at the time delivery.
- w. Firm along with tech offer will also submit the earnest money (Crossed Cheque) in the name of COD Havelian.

5. **Special Instructions:**

- a. Lowest bidder will be asked to submit a sample (where applicable) within one week failing which action will be taken as per existing SOP on the subject. Sample may be retained as stock sample by the depot.
- b. As far as possible price (s) / rate (s) must be quoted against each item, where prices / rates are not being quoted this should be reflected by word "**Not Quoted**".
- c. List of store (s) (hard copy) will be submitted duly typed, (not hand written) signed and stamped on each paper or else offer will be rejected.
- d. Quoted rates are only valid on firm's original letter head.
- e. There should be no change in the soft copy of tender inquiry being provided from the hard copy. Rates/ specification quoted in Hard Copy will be considered as final moreover Commandant Central Ordnance Depot Havelian reserves the right to reject such offers.

6. **Purchase Right:** Purchaser does not pledge to accept the lowest tender moreover reverses the right of accepting the whole or any part of the offer made.

7. **Delivery of Tender:** The offer is to be submitted as per Para no 5 of the tender inquiry.

8. **Date and Time of Receipt of Tender:** Your tender must reach this depot / dropped in tender box at **Fort Gate COD Havelian** by time and date as specified in Para 1 above. This office will not accept any delay occurring in post. Tender received after the appointed / fixed time will not be entertained. The appointed time will fall on next working day in case of closed / forced holiday.


Major
For Commandant
(Syed Faisal Javaid)

RESTRICTED