

RESTRICTED

305 Spares Depot EME
COD Estate
Rashid Minhas Road Karachi-15
Telephone : 021-99248461
No. 81209 / LP / IT / 02 / EME
4-Jun-26

To: PPRA
Federal Bank for Co-operative
Building 1st Floor, Near SBP
Sector G-5/2, Islamabad

Info: EME Dte
LS Branch, GHQ
Rawalpindi

HQ KCI Log Area (EME Br)

President of TOB C/O
602 Regl Wksp EME

CMA (KC)
Karachi

Subj: **Tender Notice Inquiry Number – 02/305-2026-27**

Read Para 8(a) carefully

- 1 305 Spares Depot EME Karachi intends to purchase the stores of **Bty's** by open competitive bidding as per PPRA Rules with following terms and conditions from firms having valid NTN and Sales Tax Registration Certificate.

TERMS AND CONDITIONS OF THE TENDER

2 Rates

- a. CST will remain valid till **01 Year** (Bid Validity).
- b. Quoted rates must be inclusive of **all the Government taxes** i.e. **GST, INCOME TAX, CUSTOM DUTY AND OTHERS**
- c. Rates will be quoted for brand new stores.
- d. Rates will be quoted in Pak Rupees only.
- e. Brand and Country of Origin of the quoted items must be mentioned. Quotation without country of origin will be rejected.
- f. Seller may quote for bulk quantities (The quantity in bulk will be defined by the seller).
- g. Rates quoted will be valid for delivery in all the places of our zonal region.

3 Quotations

- a. As per PPRA Rule 36 (b), Single stage two envelope bidding procedure will be followed.

<u>QUOTATION</u>	
Due on	: 23-Jun-2026
Tender No & Date	: 81209/LP/IT/02/EME of 04 Jun 2026
To	: COMMANDANT 305 SPARES DEPOT EME KARACHI.

- b. Technical and commercial offers will be submitted in separate envelopes. The envelope containing Technical offer will be marked as **"Technical Offer IT-02 / 2026-27"**. The envelope containing Commercial offer will be marked as **"Commercial Offer IT-02 /2026-27"**. Non provision of Commercial offer along with Technical offer shall invalidate the bid.
- c. No column should be left blank in quotation, however, **NQ** should be written in the rate column for ITEMS NOT BEING QUOTED.
- d. Firms to clearly mentioned **"TOTAL NUMBER OF ITEMS QUOTED"**.
- e. Rates to be quoted on the format provided (Soft and hard copy) otherwise quotation will not be considered, especially serial number of IT be strictly followed.
- f. Only ITD Directorate, GHQ and HIT approved brands should be quoted.
- g. No rate will be accepted through fax or any other electronic device / medium.

- h. No quotation will be accepted after prescribe time under any circumstance.
 - i. No quotation will be accepted **without firm stamp on each page**.
 - j. Please be careful while quoting the country of the origin as the sample/items must also comply to the origin mentioned in quotations, otherwise your firms will be warned and will be liable to de registration.
 - k. Commercial offer of technically accepted offers will be opened in front of the vendors.
- 4 **Technical and Commercial Offers Must Contain Following:-**
- a. Firms quoting prices in genuine / OEM will provide authorized dealership letter alongwith the bid.
 - b. Brand to be mentioned for Spares of all countries of origin including Genuine/ OEM and supporting documents / agency agreement to be provided.
 - c. In case of brands other than OEM/ OPM, local/ foreign sources of supplies must be mentioned with proof.
 - d. Proof of source of procurement for Genuine/ OEM/ OPM/ other brand items will be provided along with the Technical Offer and with delivery of stores including original invoice/ shipping / import documents/ bill of lading/ contents of consignments etc.
 - e. Inspection of advance samples and supplies shall be carried out by Technical Oversight Board and bulk delivery must be done after approval of samples.

5 **Restrictions**

- a. **CUTTING OR OVERWRITING** in the quotation may make it liable to rejection, therefore may be avoided.
- b. The purchaser retains the authority to **REJECT** any or all the quotations as per PPRA Rules.
- c. For Tyre ITs only
Each tire should be marked with serial no and production code mentioning week/month and year of production, markers name, brand, inflation pressure, loading capacity, thread pattern, speed symbol & country of origin. Warranty / Guarantee period of offered tires must be 2 years or 24000Km running which is earlier.
- d. For Btys Only
Warranty / guarantee period of offered battery must be 1 and half year. The supplier will provide free of cost in case of premature failure within specified period will replace the same.

6 **Supply (Requirements)**

- a. Item(s) should be exactly in accordance with part numbers, nomenclature, specifications/ samples. Purchase orders can be issued by a third party based on this IT. Items may be required to be delivered anywhere in Pakistan at the quoted rates.
- b. In case of machinery / equipment, the bid should include installation, training and all literature including part catalogues, owner / user manual and repair manuals.

7 **Tender Opening**

- a. Quotations must be dropped in the tender box before 1100 hours on **23 Jun 2026**.
- b. **Technical Offers** will be opened at 1130 hours on **23 Jun 2026**.
- c. Financial offer of only those contractors will be open whom technical will be accepted by **TOB** and rest would be returned unopened.

8 **Important Notes**

- a. ***Bid Security.** If a firm participates in 2 or less than 2 tenders then bid security for Rs 0.5 Mn (not exceeding 5% of bid) will be submitted having minimum bid value of 10 Mn and for more than 2 tenders, Rs. 1 Mn (not exceeding 5% of bid) will be submitted having minimum bid value of 20 Mn. Bid Security must be submitted as **CDR**.
- b. Performance guarantee as per PPRA regulations will be claimed when deemed necessary
- c. False / wrong rates quoted in IT will be penalized by omitting complete rates in CST of said firm and seizure of bid security (grace leniency of only 2-3 items rates may be given subject to approval of competent authority).
- d. The firm is liable to provide proof of order (via email / receipt) given to regional dealer / OEM / OPM after ten days of issuance of purchase orders.
- e. Firm is liable to provide proof of payment (receipt) received / duly counter signed by regional dealer / OEM / OPM (from whom stores have been imported).
- f. **Import Documents.** During bulk delivery of imported items, submission of import documents to CRA Section is mandatory and stores will not be accepted without these documents.
- g. GHQ security wise cleared firms which are registered with this Installation or any other Defense organization can participate in this tender inquiry. However if the bidder is not registered with 305 Spares Depot EME as per procedure in vogue, necessary registration modalities will have to be completed on priority within ten days of the invitation tender opening date.
- h. The firm has to deposit IT fee of Rs. **3,000/-** at the time of submitting the quotations or send pay order with the quotations. Tender will not be entertained for which IT fee is not provided.
- i. The acceptance of the said spares will be subject to form, fitness and functional test from competent inspection authorities.

- j. Provision of copy of AGENCY AGREEMENT is necessary in order to prove that the firm is capable of providing 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 can be REJECTED.
- k. Part number, mentioned in the Tender document are standard part numbers of Pakistan Army however any change in part number / correction may be mentioned in bracket at the end of required part number alongwith documentary proof e.g. copy of part catalogue / part no revision documents etc.
- l. Qualifying firms will be issued repeat orders, throughout the validity period of this IT. Firms will be required to supply the ordered stores within the delivery period mentioned on the purchase order.
- m. Procuring agency retains the right to reject a "Bid". Any "Redressal of Grievance by Contractor" shall be submitted within 15 x days as per PPRA Rule 48.

*** Inserted vide S.R.O No. 834(I) / 2021 dated 28 June, 2021**

9 Special IT Conditions

- a. ITD approved parts will be given preference. ITD approval be attached with technical offers.
- #### **10 Special TOR instructed by GHQ EME Directorate**
- a. Firms to provide Trade link upto the manufacturer (Gen/OEM/OPM category).
 - b. Performa invoice from manufacturer to foreign principal and principal to local firm will be provided (Gen/ OEM/ OPM category).
 - c. OEM / OPM Brand and COO will clearly be indicated against each quoted spares by firm as part of Tech Offers.
 - d. Credibility / Capacity of firm along with previous experience in relevant field be verified along with the tech offer (Account Details, Stocking facility, earnest money etc.)
 - e. Advance samples will be provided by qualifying firms.
Delivery time must clearly be specified by firm along with technical offers.
 - f. Package deal will be carried for procurement of Engine kits, other systems of vehicles.
 - g. For any clarification, please contact Local Purchase Officer of 305 Spares Depot EME during working hours at **021-99207582**.

11 WARNING :

- a. 305 Spares Depot Electrical and Mechanical Engineers will bear no responsibility for wrong quotation.
- b. Read all clauses carefully before preparing the quotations.
- c. In case of any discrepancy / misprinting against any clause(s) in quotation, will make the quotation liable to rejection.
- e. Quotations to be deposited duly signed / stamped on each page along with covering letter, on letter pad of the firm before time of submission mentioned.
- f. Quoted rates must be in line with market prices. Participating firm to ensure necessary rationalization of the quoted rates otherwise complete quotation is liable to rejection / debarred for 6x months or 1x year for wastage of efforts, time in finalization of zonal CST.
- g. Knowledge and aquitance with current **PPRA** rules will be supplier responsibility.
- h. Provision of copy of AGENCY AGREEMENT is necessary in order to prove that the firm is capable of providing 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.
- i. **Quotation will be accepted in Hardcopy alongwith Softcopy. Hardcopy not supported with softcopy will not be accepted. Softcopy so provided must be on CD-Recordable (which can only be written once). USBs and CD-RW (rewritable) are not allowed and will also invalidate the commercial bid. Participants to ensure said data available / visible in CDs/DVDs.**
- j. Delivery time period to be strictly followed, order will be transferred to next bidder without intimation if store will not be offered within stipulated time period.
- k. **If any variation found in quoted rates** between hardcopy (duly stamped & signed by the firm) and softcopy (received in CDs), **the firm will not be eligible to participate and will be Unqualified.**

12 REGISTRATION

- a. Normally General Headquarters security wise cleared firms, registered with this installation or any other Defense organization can participate in this tender inquiry. However, if the bid winner is not registered with 305 Spares Depot as per procedure in vogue, necessary registration modalities will have to be completed on priority by the bid winner within **ten days** of the invitation tender opening date, otherwise the purchase order will be issued in the name of the firm with next higher rate registered with 305 spares depot.

Anx 'A'

Ser	Make & Type
1	Btys

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