

**INVITATION TO TENDER**  
**GENERAL INSTRUCTIONS TO TENDER**  
**FOR/CIP/F.O.B/DIRECT**

No. 470899/P-47  
 Directorate of Procurement (Air)  
 Air Headquarters, NUR Khan  
 Chaklala Rawalpindi.  
 Tel : +92-51-9281367  
 Fax : +92-51-9271499  
 Date : \_\_\_\_\_

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

**Invitation to Tender and General Instructions**

Dear Sir,

1. I invite you to tender for the supply of stores/development/repair/ overhaul/training/documents as per details indicated in the attached Schedule to Tender (Form DP-2).

2. **Conditions Governing Contracts** This IT 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 DP-35 (Revised 2002) and other special conditions that may be added to given contract for the supply of Defence Stores specified herein.

3. **Delivery of Tender.** The offer is to be submitted in duplicate as under:-

- a. **Technical Offer:** Should contain all relevant specifications in duplicate in an envelope and clearly marked "Technical Offer" without prices, tender number and date of opening. Both the "envelopes" of commercial and technical offers should be enclosed in one cover, properly sealed and bear the address of this office without any indication that there is tender within. Technical offer will be opened half an hour after the date and time for receipt of tender mentioned in DP-2.
- b. **Commercial Offer:**
  - I. The offer will be in single and indicate prices quoted in figures as well as in words along with essential literature/brochure. It should be clearly marked in fact on the; envelope "Commercial Offer", tender number and date of opening. Commercial offer of only those firms will be opened, whose technical offers are accepted by technical authorities. Date of opening of commercial offer would be intimated after receipt of technical scrutiny report from technical authorities. Commercial offer of technically rejected firms will be returned to the firms un-opened.
  - II. If the equipment / system is quoted, the price of all major and optional components to be quoted separately. Conversion rate of FE/LC components will be considered w.e.f opening of commercial offer.
- c. The tender duly sealed will be addressed to the following:-  
 (Name of Officer receiving the tender)  
 (Appointment/designation of above officer i.e. ADP-47)  
 Directorate of Procurement (Air)  
 Air Headquarters, Chaklala, Rawalpindi. Pakistan  
 Tel: +92-51-9281367 Fax: +92-51-9271499

**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 along with your changed offer/conditions outlined by Purchaser in this IT.

4. **Date and Time For Receipt of Tender:** Your 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 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.

5. **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 30<sup>th</sup> June which ever is earlier.
- b. The quoting firm will certify that in case of an additional requirement of the contracted item(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 on going contract rates) with discount.

6. **Part Bid.** You may quote for the whole or any portion, or to state in the tender that the rate quoted, shall apply only if the entire quantity is taken from you. The Director Procurement reserves the right of accepting the whole or any part of the tender or portion of the quantity offered, and you shall supply these at the rate quoted.

**Note:** This condition would be used very rarely except ration items.

7. **Return of IT / With-drawl of Offer**

- a. In case you are NOT quoting, please return the tender inquiry stating the reasons for NOT quoting. In case of failure to return the ITs either quoted or not quoted consecutively on three occasions, this Directorate General, in the interest of economy, will consider the exclusion of your firm's name from our future distribution list of invitation to tender.
- b. If the firm withdraws its offer within validity period the competent authority may place such firm under embargo for a period, which may be extended up to one year.

8. **Photocopies of document:** Following information/copy of document must be provided/attached with offer:-

- a. A copy of letter showing firm's financial capability.
- b. Registration/renewal letter/indexation/additional indexation letter as applicable.
- c. Income tax No to be mentioned on the offer and copy of registration certificate issued by sales tax department.
- d. Foreign seller has to provide its registration Number issued by respective Department of Commerce authorizing export of subject stores.
- e. Principal/Agency Agreement. (In case of FOB contracts)

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

- a. Taxes and duties, freight/transportation and insurance charges NOT indicated separately.
- b. There is any deviation from the General/Special/Technical Instructions.
- c. Offers are found conditional or incomplete in any respect.
- d. Treasury Challan is NOT attached with the offer.
- e. Form DP-3 duly signed, is NOT received with the offers.
- f. Multiple rates are quoted against one item.
- g. Manufacture's relevant original brochures and technical details on major equipment assemblies are not attached in support of specification.
- h. Received later than appointed/fixed date and time.
- 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 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.
- o. Earnest money not provided where applicable.
- p. If validity of offer is not quoted as required on IT or made subject to confirmation later.

- q. Offer made through Fax/E-mail/Cable/Telex.
- r. If your offer is found to be based on cartel action in connivance with other sources/participants of the tender.
- s. Un-called offer/quotations will be rejected.

10. **Earnest Money/Tender Bond:-** Your tender must be accompanied by a Bank Draft in favor of CMA (DP), Rawalpindi for the following amount:-

- a. **Registered/Indexed Firms.** 2% of the quoted value subject to maximum ceiling of Rs. 0.200 Million.
- b. **Un-registered/Un-indexed Firms.** 5% of the quoted value subject to maximum ceiling of Rs. 0.400 Million.

**Note:**

In case of firm wins a contract on EM, it will deposit following documents for provisional Registration before the award of contracts:-

S No	Local Supplier	Foreign Supplier
I.	Three filled copies of SVA-8121 of each member of management.	Three filled copies of SVA-8121-D of each member of management.
II.	Three filled copies of SVA-8121-A	Three filled copies of SVA-8121.
III.	Three photocopies of NIC for each member of management.	Three photocopy of Resident Card or equivalent identification Card for each member of management.
IV.	Three PP size photographs for each member of management.	Three PP size Photographs for each member of management.
V.	Challan Form (*)	Challan Form (*)
VI.	Bank Statement for last one year.	Financial standing/audit balance sheet.
VII.	Photocopy of NTN	Photocopy of passport
VIII.	Foreign Principal Agency Agreement in case of local agent.	Agency Agreement in case of Trading House/ Company/ Exporter /Stockiest etc.

- d. **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 Guaranty if stipulated in the contract.

11. **Treasury Challan**

- a. Offers must be accompanied with a Challan form of Rs.200/- (obtainable from State Bank of Pakistan/Government Treasury) and debit able to Major Head C02501-20, Main Head-12, Sub Head 'A' Miscellaneous (Code Head 1/845/30). Each offer will be covered by one Challan.
- b. In case of un-registered firms, whether they have applied for registration or not, will pay tender inquiry fee (Challan Form) at following rates :-
  - (i) Contract for value upto Rs. 250,000/- Rs.1000/-
  - (ii) Contract for value from Rs. 250,000/- to Rs. 5,000,000/- Rs.1500/-
  - (iii) Contract for value above Rs. 5,000,000/- Rs.2000/-

12. **Rights Reserved** Respective procurement agency of DGDP, Rawalpindi reserves full rights to accept or reject any or all offers including the lowest, without assigning any reasons.
13. **Application of Official Secret Acts** All the matters connected with this enquiry and subsequent actions arising there from come within the scope of the Official Secret Act, 1923. You are, therefore, requested to ensure complete secrecy regarding documents and stores concerned with the enquiry and to limit the number of your employees having access to this information.
14. **FORM DP2, DP-3 and Questionnaires**: Form DP-2, DP-3 and Questionnaires duly filled in are to be returned with the offer duly signed by the authorized signatory/person.
15. **Copy of DP-35 Revised 2002**: Copies of DP-35 revised 2002 are available with Registration Section DGDP and same be obtained by the supplier on payment at the rate of Rs. 250/- each.
16. **Acknowledgement** IT would be acknowledged within 07 days by indexed firm. If IT not received by an indexed firm within 10 days IT published in the Bulletin, the indexed firm must ask for it from DP (Air)/P-47 in writing with intimation to Registration Section (DGDP).
17. **Apeal against rejection of Bid:-** Bidder aggrieved by technical rejection of their offers may forward their appeal to Grievance Redressal Committee constituted at DP (Air). All such appeal be forwarded in writing within 15 days of technical rejection. Complaints received after 15 days would not be entertained.
18. **Tender Opening:-** Technical offer shall be opened at least thirty minutes after the deadline for submission of bids on same day. 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 representatives of firm will be allowed to attend the tender opening.  
Enclosure:-
19. **Reservations/Preference:-** Supplier/contractors intending to avail any reservations for preferences like Price Preference, First Right of refusal, Intellectual Property Rights or any other in accordance with the policy of the Federal Govt, authority or SRO are to intimate DP (Air) at least 07 days in advance of tender submission date alongwith supporting documents and are to clearly mention such reservation/preference in Tender Technical & Commercial proposals.

for Director of Procurement (Air)

1. DP-2 (Part-1, Part-2 & Part-3)
2. Appendix-I to Part-I
3. Appendix-II to Part-II
4. Appendix-III to Part-II
5. Appendix-IV to Part-II
6. Appendix-V to Part-II
7. DP-3

**PART-1**  
**SCHEDULE OF TENDER**

1. I/T NO \_\_\_\_\_ 470899/P-47 \_\_\_\_\_
2. Time and date of Opening : Date 26-12-2018 At 1100 Hrs

Item No.	Description of Store	Spec. Services/ Docs	A/U	Qty	Price Per Unit	Total Price	Agent Commission
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Total Price: \_\_\_\_\_

**Special Instructions**

1. Tech Specification/GSR/NSR/ASR are reflected at appendix-I to this schedule must be studied carefully prior to filling in Tender.
2. Date by which stores are required \_\_\_\_\_ (In case it is not possible for you to give delivery by given date please indicate DP by which store can be delivered by the firm).
3. Quotation will be submitted on FOR/FOB/CIF/C&F/FAS Basis and in case of FOR (import) the principal invoices on C&F basis to be attached with offer.
4. The firm shall indicate availability of raw material and in case the same is to be imported then will give the requirement for import license.
5. The price quoted must be net per accounting unit as shown in the schedule to tender inclusive of sales Tax /Excise Duty/Surcharge (fix/variable taxes or any other relevant tax). The breakdown of price will be indicated is as under:-

a.	Ex-factory/Base price	-	LC/Relevant FE
b.	Taxes/Duties	-	LC/Relevant FE
c.	Total price	-	LC/Relevant FE
d.	Freight/transportation/ Allied Charges.	-	LC/Relevant FE
e.	Insurance Charges	-	LC

- f. Agent commission (agent - LC/Relevant FE  
Commission ranging for 0.5%  
To 4% will be declared in the  
offer in the offer in case of  
contracts involving local agent  
whereas foreign principal is not  
paying commission to local  
agent then in that case the  
firm will attached certificate as Appendix-II.

6. Prices will be mentioned for each item separately both in figures and words. Additional information if any would be linked with entries on the schedule tender.

7. Only one rate will be quoted for entire qty, item wise and multi-rates if quoted will lead to rejection of offer.

8. In case of FOR Contracts the price will be quoted in Pak Currency and in case store is to be imported, then quotation should be on FOB basis indicating the element to be added to make it CIF/C&F/FSA in such cases %age to be paid in foreign, currency and commission to be paid in Pak Currency will be clearly indicated.

9. Original quotations from the mfr/supplier must be attached in support of quoted price. A certificate from the principal will be endorsed on the original quotation to the effect that the prices do include \_\_\_\_\_ %age of agent commission discount and do not include any such commission. And apart from this, there is no other element of agent's commission/ discount included in the quotation. Only one rate will be quoted for entire qty item-wise.

10. In case of OEM products are offered, OEM part No and its interchangeability with demanded part No should be indicated and provided with the help of relevant catalogue/extract.

11. FOR Station/FOB port must be given while filling the schedule.

12. In case of FOB/CIF/C&F/FSA requirements the prices will be indicated in US\$/EURO/UK£ (in case quoted prices are in different currencies then for the sake of comparison, these will be converted into Pak Currency at rate prevailing on opening day of commercial offers).

**Special Instructions: You may say "Agreed to/not Agreed" to conditions/clauses mentioned in the succeeding Part II & III of this DP-2. In case of disagreement you may suggest option/ alternative course for consideration by Procurement agency but it will not be binding on Director of Procurement to Accent the same.**

**LEGAL/ADMINISTRATIVE**  
**TERMS AND CONDITIONS GOVERNING THE CONTRACT**  
(to be filled by DP as appropriate this IT as per DP-35)

1. **Warranty** All goods/stores/offered would be brand new, from current year of production. These will be supplied on Form DPL-15 (Appendix III) and will be governed as per warranty clause. This warranty period may be covered by a BG as stipulated above depending on the value/criticality of the tendered equipment/stores. Format of BG against warranty is attached as appendix IV.
2. **Security Deposit/Bank Guaranty (BG)**
  - a. **BG** equal to **10%** will be imposed on all FOB/FOR contracts on issuance of Letter of Intent/Acceptance or signing of the contract, the Supplier shall within a period of 30 days, submit a Security Deposit in the following forms :-
    - (i) Demand Draft/Pay Order from any scheduled bank of Pakistan.
    - (ii) Cash deposit on Form PAFA-507 in favour of Controller Military Accounts (DP).
    - (iii) Treasury Receipt.
    - (iv) Unconditional and irrevocable Bank Guaranty from a scheduled bank of Pakistan, which shall be endorsed in favour of Controller Military Accounts (DP) in the case of local contracts.
    - (v) Unconditional and irrevocable Bank Guaranty from a scheduled bank of State Bank of Pakistan or through LC opening Pakistani Bank in the case of foreign contracts. Such a Bank Guaranty shall be endorsed in favour of Controller Military Accounts (DP).
3. **Agent Commission** In case of involvement of foreign firm's local (Pakistani) agent, the commission %age being paid to the agent must be declared in the offer. This commission will be paid to agents in Pakistani currency (rupees) by CMA (DP) on satisfactory completion of suppliers. Letter of Credit will be reduced by corresponding Dollar value of agency commission at the exchange rate of date of opening of commercial offer. In case firm does not have any local agent, then a certificate as per format attached as (appendix-II) will be signed by OEM/principal and included as integral part of contract.
4. **Taxes/Duties/Letter of Credit Charges.** All taxes/ duties/ Import License Fee/ LC charges as applicable under Govt. laws in Pakistan as well as country of Supplier shall be on Supplier's account.
5. **Term of Payment** Supplier may be allowed to draw **80%** payment through CMA (DP) on issuance of Inspection Note after dispatch of stores and **20%** on issuance of Certificate Receipt Voucher (CRVs) by consignee.
6. **Late Delivery** In the event in delivery at Supplier's fault, the Supplier shall inform the purchaser before expiry of such delivery period giving reasons/justification for it. The purchaser shall have the right to take following actions:-
  - a. Cancel the contract, and/or.
  - b. To purchase from elsewhere stores not delivered, at the risk and expense of the Supplier and without notice to him, or
  - c. To recover liquidated damages when the Competent Purchase Officer is satisfied that the failure to supply the stores within the scheduled delivery period has been for reasons within the control of the Supplier, and/or if the Government has suffered loss for reasons of belated delivery. These liquidated damages, if imposed, will be recovered at the rate of upto 2% but not less than 1% (depending on the merit of the case as decided by Competent Purchase Officer) of the value of stores supplied late per month or a part of a month for the period exceeding the original delivery period, subject to the provision that the total liquidated damages thus imposed will not exceed 10% of the total value of the stores delivered late.
  - d. The purchaser's decision under this clause shall NOT be subjected to arbitration.

7. **Shipment** In case of FOB contracts, shipment will be made through PNSC vessel or PIAC on Purchaser's account. Details to be incorporated in the contract. Shipment through foreign vessel/flight due to any compulsion will require prior approval of Purchase/DGDP. For further detail referred to DP-35.
8. **Insurance** In case of FOB contract, insurance in this contract if required will be on Purchaser's account with NICL, Pakistan.
9. **Subletting** Supplier not allowed wholly or part of the contract to any other firm/company without prior permission of the Purchaser. Firm found in breach of this clause will be dealt with as per purchaser's right and discretion.
10. **Purchaser's Right** Government of Pakistan (represented) by Directorate General Defence Purchase does not pledge himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the quantity offered. Please be notified that the tender does not constitute ANY obligation or commitments what-so-ever on the part of the Government of Pakistan to negotiate or conclude ANY or part thereof of the subject contract under any terms or conditions irrespective of the cost, lowest cost or any gradation of the cost. Government of Pakistan reserves the right to cancel the indent, tender or inquiry or to reject any offer or quotation without assigning any reason or explanation.  
The purchaser also reserves the right of deletion, addition and cancellation of the contract in part or full without assigning any reason whatsoever and without financial repercussion on either side within **30** days after the signing of contract. Such information will be passed to the supplier on his legal address by the purchaser through the fastest possible means i.e. Telephone, Fax, Telex, Cable Telegram etc.
11. **Export License/Permit/End User Cert.** It shall be the responsibility of the supplier to obtain from the Government concerned all permits and export licenses, etc required to enable each consignment to be shipped immediately as per the delivery schedule. In case the supplier fails to arrange export license within 30 days of signing the contract the purchaser reserves the right to cancel the contract on the risk and expense of the supplier without prior notice. The purchaser will provide End User Certificate (EUC) to the supplier within 15 days of signing of the contract for the purposes of getting the export license/permit. However purchase will not be responsible to arrange export license/permit on behalf of the supplier for the export of the contracted goods/stores.
12. **Failure/Termination** The purchaser shall be entitled to terminate the Contract on Risk and Expense for default on the part of supplier. In case the Purchaser elects to terminate the Contract, the Purchaser shall give notice in writing to the Supplier to make good the default. Should the Supplier fail to initiate proceedings in order to comply with the notice within 15 days from the date of servicing of such notice, the Purchaser may forthwith terminate this contract by notice in writing to the Supplier without prejudice to any rights of supplier. Extra cost if incurred on re-purchase form else where will be on your account.
13. **Secrecy** The Supplier shall undertake that any information about the sale/purchase of the stores under this contract shall not be communicated to any person, other than the manufacturer of the stores, or to any press or agency not authorized by the Director General Defence Purchase Division to receive it. Any breach on this account will be punishable under the Official Secret Act-1923 in addition to termination of the contract at the risk of Supplier.
14. **Signature on Appendix V to DP-2 Part-II.** In case of un-registered firm, the attached Appendix V to DP-2 Part-II is required to be signed by the supplier. (Ref DGDP letter No 1566/01/Gen/Registration dated 19 February, 2014)
15. **Award of Contract to Un-Registered Firm Valuing Rs 1 Million and above.** In case of contract is awarded to un-registered firm valuing Rs 1 Million and above, BG from any scheduled Pakistani Bank will be submitted to DP (Air) **BEFORE SIGNING OF THE CONTRACT.** (Ref DGDP letter No 1566/01/Gen/Registration dated 19 February, 2014).
16. **Declaration of Moveable/immoveable Property:-** The supplier is required to provide details of moveable/immoveable property on Rs. 100 Judicial stamp paper duly attested by the oath commissioner.



**TECHNICAL CONDITIONS/SPECIFICATIONS OF STORE****1. Technical Specifications**

- a. The store/equipment should conform to specification/service requirements and technical data/drawing (if applicable as per attached appendix-I to this annex. Offer not confirming to required specification or multi offers will be rejected. The supplier shall further undertake to provide all the contracted stores/goods as per the specification.
- b. All stores/items/Goods delivered would be brand new, from current year of production, confirming to purchaser specifications/ satisfaction. The supplier will provide all the OEM certificate, quality certification/inspection documents to the purchaser confirming the quality of the product being supplied under this contract. Stores must bear the manufacturer's identification marking/monogram.

2. **Requirement of Samples** The requirement of tender sample will be included in the IT in case the same is required for evaluation by technical authorities. Beside this advance sample if required will be made part of the IT as well as the contract.

3. **Change in Specification/mfr/model** No alteration in make/brand and quality of stores will be entertained after the tenders have been opened. To contrary, any change/improvement requires approval of tech authority/user.

4. **Technical Documentation** All original publications, catalogues and technical/operational manuals will be supplied free of cost by the supplier at the request of purchaser unless otherwise stated in the contract. Supplier will also provide two copies of compact disc and hand made drawings wherever applicable. The Supplier will provide two sets of following documents free of cost for technical scrutiny of the offer (as applicable):-

- a. Technical literature of each item in original form.
- b. Manufacturer's Specifications/Technical Data/Drawings and packing details etc of each item in original form.
- c. Acceptance test procedure/criteria of each item.
- d. Country of origin of each item and port of shipment.

5. **Interchangeability** A certificate of complete interchangeability must be endorsed on the quotation for all substitutes/in lieu and superseded items. A copy of relevant page of publication must be attached to prove correctness of offered item.

6. **Checking of Store at Consignee End** All stores will be checked at consignee's end, in the presence of supplier's representatives. If for the reasons of economy, or any other reason, the supplier decides not to nominate his representative for such checking; an advance written notice to this effect will be given by the supplier to the consignee prior to or immediately on shipment of stores. In such an event the supplier will clearly undertake that the decision of consignee with regard to quantities and description of a consignment will be taken as final and discrepancy found will be accordingly made up by supplier. In all other cases the consignee will inform the

supplier about arrival of consignment immediately on receipt of stores through registered mail or fax. If no response from the supplier is received within 15 days form initiation of letter the consignee will have the right to proceed with the checking without supplier's representative. Consignee's report on checking of stores will be binding on the supplier in such cases.

7. **Packing/Marking** The Supplier shall be responsible for proper packing of the stores in accordance with the relevant paper particulars under the conditions laid down in the contract or other relevant instructions on the subject in standard export packing worthy of transportation by Sea/Air/Road/Rail so as to ensure their contents being free from loss or damage due to faulty packing on arrival at the ultimate destination. Packing of stores will be done at the expense of the Supplier. All packing cases, containers and other packing material shall become the property of the State on receipt. Marking of packages/containers shall also be done by and at the expense of the Supplier in accordance with the instructions given by the Purchaser. Failure to mark consignment in accordance with these instructions will render the store liable to rejection. Any loss occurred/demurrage paid due to wrong marking will be made good by the Supplier.

**Appendix II**  
**To part-II**  
**TO IT NO.**

**CERTIFICATE**

It is certified that no person, firm, corporation, subsidiary or entity in Pakistan or elsewhere shall directly or indirectly receive any rebate, bonus, commission, gift or favour in case or kind other than the commission allowed to M/s (FULL NAME, TITLE OF THE COMPANY WITH ADDRESS) against Contract No. \_\_\_\_\_ dated \_\_\_\_\_. In case it is discovered that the contents of this certificate have been infringed/violated by the supplier, the purchaser will have the right to cancel the contract and/or impose a penalty equal to 25% of the contract value.

Principal

\_\_\_\_\_

\_\_\_\_\_  
 Seal & Signature

**COUNTERSIGNATURE**

\_\_\_\_\_

\_\_\_\_\_  
 DP Concerned  
 Seal & Signature

**BANK GUARANTY FOR PERFORMANCE ON**  
**JUDICIAL STAMP PAPER OF Rs.100/- OR AS**  
**SUITABLE TO THE AMOUNT OF BG**

CONTRACT NO. \_\_\_\_\_

DATE \_\_\_\_\_

NAME OF FIRM/CONTRACTOR: \_\_\_\_\_

**ADDRESS OF FIRM/CONTRACTOR:** \_\_\_\_\_

NAME OF GUARANTOR: \_\_\_\_\_

ADDRESS OF GUARANTOR: \_\_\_\_\_

AMOUNT OF GUARANTY: Rs. \_\_\_\_\_ (In Words) \_\_\_\_\_

DATE OF EXPIRY OF GUARANTY. \_\_\_\_\_

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 Messrs \_\_\_\_\_  
 (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 Guaranty by our customer to your good-self for a sum of Rs. \_\_\_\_\_ Rupees -----

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 an amount not exceeding the sum of Rs. \_\_\_\_\_  
 Rupees \_\_\_\_\_  
 as would be mentioned in your written Demand Notice .
- b. To keep this Guaranty in force till \_\_\_\_\_
- c. That the validity of this Bank Guaranty 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. Our liability under this Bank Guaranty shall cease on the closing of banking hours on the last date of validity of this Bank Guaranty. Claim received thereafter shall not be entertained by us whether you suffer a loss or not. On receipt of payment under this guaranty, this document i.e. Bank Guaranty must be clearly cancelled, discharged and returned to us.
- d. That we shall inform your office regarding termination of the validity of this Bank Guaranty one clear month before the actual expiry date of this Guaranty.
- 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 Guaranty which shall be limited only to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)
- f. That the Bank Guaranty herein before given shall not be affected by any change in the constitution of the Bank or Customer/Supplier or Vendor.
- g. That this is an unconditional Bank Guaranty, which shall be encashed on sight on presentation without any reference to our Customer/Supplier or Vendor.

**GUARANTOR:**

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

**BANK SEAL & SIGNATURE:**

**DIRECTORATE OF PROCUREMENT (AIR)**  
**AIR HEADQUARTERS, NUR KHAN, CHAKLALA**

Firm's Name: \_\_\_\_\_  
 Contract No: \_\_\_\_\_

1. We hereby guaranty that the articles supplied under the terms of this contract are produced now in accordance with approved drawings in all respect in accordance with the terms of the contract, and that the material used, whether or not of our manufacture, are in accordance with the latest appropriate standard specification, and also in accordance with the terms of the contract complete of good workmanship throughout and that will replace free of cost **(CIF)** Karachi/Islamabad as the case may be every article or part hereof which before use or in use shall be found defective or is found not within the limits and tolerance of specification requirement or if any way are not in accordance with the requirements of the contract.
2. In cased of our failure to replace the defective stores free of cost within a reasonable period, we will refund the relevant cost **(CIF)** Karachi/Islamabad as the case may be in the currency/currencies in which received plus freight charges, up to consignee's and the purchaser shall have the right to purchase the stores declared defective at our risk and expense.
3. The supplier also undertakes to make good the deficiency in supply if any.
4. The warranty will remain valid for \_\_\_\_\_ months/years on receipt of stores by the consignee.

Signature: \_\_\_\_\_

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

The signature must be the same as the one on the Tender/Contract, if otherwise must be shown to be the signature a person capable of giving guaranty on behalf of the contractors.

**DP-3**

**UNDERTAKING**

To:

THE DIRECTOR PROCUREMENT (AIR)  
 (Section P-47)  
 Air Headquarters, NUR KHAN  
 Chaklala Rawalpindi

Dear Sir,

1. I/We hereby offer to supply to the Director of Procurement (Air) 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 \_\_\_\_\_ 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.

Yours faithfully,

Witness's Signature:

Name:

C N.I.C. No.

Address :

Tel No.

Date :

Signature of Tenderer:

Name:

C.N.I.C. No.

Address :

Tel No.

Date:

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

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

Station \_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_

Name \_\_\_\_\_

Appointment in Firm \_\_\_\_\_

**ATTESTED BY OATH COMMISSIONER WITH STAMP**

**NOTE:-****470899/P-47****THIS PERFORMA IS TO BE FILLED AND ATTACHED WITH TECHNICAL OFFER**

1	Name of firm with address	
2	Name of Principal with address	
3	Financial Capability of firm (in Million)	
4	Existing Financial load (in Million) {Value of all ongoing contracts with DP(Air)}	
5	Validity of Offer	
6	Delivery period of store	
7	Maker's Name / Brand and address	
8	Country of Origin of store	
8	Acceptance of Bank Guarantee (10%)	
10	Warranty / Guaranty of equipment	
11	Acceptance of terms of Payment as per I.T	
12	Acceptance of special notes as per I.T	
13	Earnest Money Bank Draft Number, Date of issued and bank address	
14	Ongoing contract with DP (Air)/ DP (Navy) / DP (Army)	

SIGN &amp; STAMP OF FIRM \_\_\_\_\_

**SCHEDULE TO TENDER NO. 470899/P-47**

1. Quotation is invited for the following stores on **FOR** basis latest by **1030 Hrs** and tender will be opened at **1100 Hrs on 26-12-2018** at Directorate of Procurement (Air), Air Headquarters, Nur Khan, Rawalpindi, Pakistan.

S. No	P NO	Description of Stores	A/U	QTY
1	-	Embedding Station	EA	01

**Note:-** The quantity of subject EM Equipment may be increased/decreased at the time of finalization of the contract.

2. **TECHNICAL SPECIFICATION:-** Attached as Appendix-“A”

3. **INSPECTION CRITERIA:-** Attached as Appendix “B”

4. Your firm is required to give confirmation of following points in your technical offer in case of any change, same be highlighted in remarks column. Technical offer be submitted in two copies.

S.No	Description of Points	Agreed/ Not Agreed	Remarks
a.	Store must be factory new and from current production.		
b.	<b>Delivery of the Store: - As soon as possible</b>		
c.	Offer must be valid up to 120 days.		
d.	Complete technical detail of store may be furnished with technical offer.		
e.	The firm will provide <b>two original Brochures</b> of each item.		
f.	Firm must provide previous installation detail of quoted items in Pakistan along with quotations for quick reference during technical vetting.		
g.	<b>Warranty:- 24 months</b> warranty period including free spares and service from the date of installation. After sale services, spare parts support for <b>10 years</b> will provided.		
h.	<b>Installation:</b> Installation at designated hospital free of cost within 6-8 weeks and training of the staff at user hospital/unit,		
j.	<p><b>Training</b></p> <p>(a) Operation of equipment for Hospital medical staff during installation. Required training material would be provided in soft copy to PAF. Training completion certificate would be rendered by Dte of MA&amp;S.</p> <p>(b) Technical Training of 05 PAF personnel by OEM authorized rep for 05 working days at Hospital premises covering following aspects:-</p> <p>(i) Fault isolation / troubleshooting preferably through built-in test (BIT) system or any other test system/ station preferred by OEM.</p> <p>(ii) SRUs removal and installation procedures.</p> <p>(iii) Software recovery procedures.</p> <p>(iv) Requisite documents for critical SRUs repair within PAF facilities, where applicable.</p> <p>(v) All training material will also be provided in soft copy to PAF.</p>		

	(c) Training completion certificate would be rendered by Dte of AE&S.		
k.	<b>Inspection:-</b> Inspection will be carried out at at end user by the joint inspection team. Acceptance & Check report will be issued by No 107 AED, Faisal after the inspection/acceptance of the equipment by joint inspection team.		
l.	Supplier will provide replacement of rejected item within 03 months after reporting.		
m	<b>Consignee:-</b> No 101 ALC, PAF Base Faisal Karachi (for documentation).		
	<b>Dispatch of Store:-</b> Supplier will dispatch the store to the end user/hospitals under his own arrangement		
n.	(i) 10% Performance and warranty bank guarantee will be imposed after signing the contract for <b>registered firms</b> .		
	(ii) 10% Performance and warranty bank guarantee will be provided before signing the contract for <b>un-registered firms</b> .		
p.	Prices will be on <b>FOR basis</b> .		
q.	<b>Terms of payment:-</b> 80% on issue of inspection note and 20% on release of CRV		
r.	Copy of Earnest money draft and Challan form must be attached with Technical Offer otherwise, Technical Offer will be rejected at the spot.		
s.	All taxes/duties/surcharges are to be mentioned separately otherwise offer is likely to be rejected.		
t.	All terms and conditions mentioned in indent Form DP-1 (Attached) should be confirmed		
5.	<b>Supplier will provide:-</b>		
	The supplier will provide the CD/DVD & coloured printed copy of:-		
(i)	(a) User or operational manual in 02 copies (b) Service or technical manual with IPBs & Schematic Diagram in 02 copies (c) Original Brochure. (d) List of packing		
(ii)	List of standard accessories which are the part of the main equipment will be provided with the equipment must be attached.		
(iii)	List of additional /optional accessories		
(iv)	Compatibility table of specifications at Appendix "A" duly filled each and every specification/Accessories/Gen Requirement. The same must also be signed and stamped on each page with technical quotation.		
(v)	Technical quotation must be required in <b>duplicate copies. .(Two Complete set)</b>		
(vi)	Expiry date of registration of the firm with DGDP.		
(vii)	Valid Agency agreement.		



	(viii)	Country of origin, manufacturer and assembled by to be mentioned. <b>(All countries are acceptable except India, Israel and Taiwan)</b>		
	(ix)	For registered firm letter of DGDP Reg Cell must be attached regarding the Financial capability For unregistered firms Bank Certificate/ Bank Statement by bank regarding the financial capability must be attached.		
		<b>Note:-</b> It is certified that we have studied & understood all terms and conditions of above cited tender documents.		

## SUPPLEMENT TO INDENT FORM DP-1

### DESCRIPTION OF STORE

### EMBEDDING STATION

The subject FOR indent has been vetted as enumerated below:

1. **Particulars Covering Supply:** Specification/Technical Data entered against each item on the indent form for guidance of manufacturer and inspectors. (TSR Attached)
2. **Delivery of Store:** Supplier will deliver the store to designated hospital/medical squadron at his own arrangement and provide copy of delivery challan duly signed and stamped by the concern section log officer to Dte of Q&E and No 101 ALC PAF.
3. **Offering the store:** Supplier should offer the store for physical inspection to AHQ Dte of Q&E/ No 1QC Flt PAF under intimation to all concern just after delivery of store at user end for smooth and prompt inspection of store.
4. **Conduct of Physical Inspection:** Physical inspection of offered store will be under taken by Dte of Q&E / No 1 QC Flt with assistance of co-opted member of specialist Dte (Specialist Doctor and EME staff) in the presence of supplier expert technical rep at concern hospital/ medical Sqn as follows:-

**(a) Physical Checks:**

- (i) Store will be checked for physical damage, scratch and deformity.
- (ii) Items will be identified with part number and serial number.
- (iii) Store must be in original, intact factory packing.
- (iv) All standard accessories as per contract! OEM standard.
- (v) Model as mentioned against each item in the contract.
- (vi) Every part of equipment must be from the same origin.
- (vii) Standby power! electrical safety device with rating i.e. UPS, stabilizer, generator, surge current/voltage protection devices. (Whichever applicable)
- (viii) Environment Control System with rating. (If required)
- (ix) Store must be factory new and from current production.
- (x) Country of origin and country of manufacturing should be clearly mentioned and checked in general particular and schedule of store of contract.

**(b) Certificates:** Supplier should provide all related documents/certificates prior to conduct of physical inspection.

- (i) Original OEM Certificate of equipment with equipment serial number.
- (ii) Shipment documents/copy of GD-I and verifiable documents that store has been procured from certified source.
- (iii) OEM calibration certificate, calibration procedure and next due/periodicity. (If calibration applicable)
- (iv) FDA 510 K Certificate for all countries. (If applicable)
- (v) CE MDD Class I for western European countries only. (If applicable)
- (vi) MWLH (JIS) FOR Japanese countries only. (If applicable)
- (vii) Current production certificate of equipment with equipment model number an equipment serial number should be provided with store.

**(c) Manuals and CD/DVD:**

- (i) Original Software CD/DVD (if required).
- (ii) Colour printed copy of ops, maintenance manuals, schematic diagram and illustrated part breakdown IPB5 (02 copies).
- (iii) Soft copy of all manuals on CD/DVD (02 copies).
- (iv) OEM broacher.

**(d) Warranty:-** A warranty sticker is to be pasted on each item by the firm highlighting following information.

- |                           |                         |
|---------------------------|-------------------------|
| (i) Name of firm          | (ii) Contract No & date |
| (ii) Description of store | (iv) Warranty validity  |

**Note: -**

- (a) In case of premature failure, firm has to replace the item free of cost.
- (b) The supplier shall provide all necessary facilities to the inspectors for smooth and prompt inspection of store.

**(e) Packing: -**

- (i) Original OEM packing will be maintained / kept till delivery at end user the item is to be packed using waterproof material.
- (ii) Packing must be suitable for transportation of item over long distance by air / road / rail.

**5. Installation:** Installation of equipment will be carried out by the supplier at designated hospital/medical squadron just after satisfactory physical inspection. Cost of initial installation will be borne by the supplier (e.g. kits, reagents, solution, gases, cable, switches etc.)

**6. Functional Check:-** After satisfactory physical inspection and installation functional check will be carried out at PAF designated site by the concern specialist Doctor as per contractual specifications.

**7. Acceptance Certificate:-** After satisfactory installation concern hospital/medical squadron should provide installation certificate to Dte of Med Svcs. On the basis of installation and satisfactory function test Dte of Med Svcs will provide acceptance certificate.

**8. Training:** Training of medical officer and staff / Electro-medical staff will be conducted by the expert rep of supplier at hospital / medical squadron premises as per contract.

**9. Issuance of I Note:** Inspection note will be issued by Dte of Q&E / No 1 QC Flt after the receipt of following documents:

- (a) Installation certificate during sign by the concern specialist
- (b) Delivery challan duly sign and stamped by concern hospital / medical squadron
- (c) Acceptance certificates from specialist directorate

### TECHNICAL SPECIFICATIONS OF EMBEDDING STATION

Nomenclatur/ Part Number	<u>TECHNICAL SPECIFICATIONS OR EQUIVALENT</u>	Offered Specification	Documentary References as per Brochure / Technical offer	Accepted / Not Accepted / Remarks
<b>EMBEDDING STATION</b>	<p><b>Technical Offers by vendors will only be accepted as per SNo wise reply of required specifications. Any firm who could not reply as per SNo's, will be considered rejected at the time of technical offer.</b></p> <p><b><u>TECHNICAL DATA</u></b></p> <ol style="list-style-type: none"> <li>1. The station consists of two modular units.</li> <li>2. The Cryo console features a large, non-stick surface and reaches a temperature of -15 °C.</li> <li>3. The dispensing console has a large paraffin reservoir, heated dispenser nozzle, heated work surface, heated forceps holder and cold spot.</li> <li>4. Includes separate heated compartments for molds and cassettes.</li> <li>5. The cassette compartment has a removable tray.</li> <li>6. Unit also features programmable operating times including automatic start.</li> <li>7. All heated surfaces are independently controlled, time programmable and easily monitored by an LCD.</li> <li>8. 5 liters paraffin reservoir</li> <li>9. Spacey heated work bench</li> <li>10. Heated forceps receptacle (6 opening) with independent temperature control</li> <li>11. Isolated cold spot for specimen orientation</li> <li>12. Isolated hand wrist rest</li> <li>13. Dispenser nozzle with adjustable flow control</li> <li>14. Dispensing controllable manually or via footswitch</li> <li>15. 1 Large cassette reservoir with removable tray (2.2liters)</li> <li>16. 1 Large mold reservoir (2.2liters) L or Better</li> </ol>			

- |  |  |  |  |
|--|--|--|--|
| <p>17. 2 retractable lids to cover mold and cassette tray</p> <p>18. 2 removable waste drawers</p> <p>19. Integrated illumination of dispensing area</p> <p>20. Microprocessor controlled with backlit 2-line LCD for time and temperature visualization</p> <p>21. Easy programming for automatic start-up and shut-down.</p> <p>22. Language selection</p> <p>23. <b>Temperature range:</b></p> <ol style="list-style-type: none"> <li>50 °C-70 °C for all individual heating</li> <li>50°C-70 °C for forceps heater</li> </ol> <p>24. <b>CAPACITY</b></p> <ol style="list-style-type: none"> <li>Paraffin reservoir      5 L or Better</li> <li>Left/right chamber      2.2 L or Better</li> </ol> <p>25. <b>Adjustable temperature range:</b></p> <ol style="list-style-type: none"> <li>Paraffin reservoir      50°C-70°C or more</li> <li>Left tray                      50°C-70°C or more</li> <li>Right tray                    50°C-70°C or more</li> <li>Forceps storage            50°C-70°C or more</li> <li>Heated area                50°C-70°C or more</li> <li>Cold Plate                  0 to -12°C or more</li> </ol> <p><b><u>Country of Origin, manufacturer and assembled by</u></b></p> <p>26. All Countries are acceptable except India, Israel and Taiwan</p> <p><b><u>Certificates (Whichever Applicable)</u></b></p> <p><b>FDA:</b></p> <p>27. FDA 510 K Certificate with No recall will be acceptable for all countries</p> <p>28. FDA (CFG) Certificate will not be acceptable.</p> |  |  |  |
|--|--|--|--|

**CE**

29. CE MDD Class 1 for Western European Countries only

**MWLH:**

30. MLHW (JIS) for Japanese Product only

**GENERAL REQUIREMENT: -**

31. Power supply 220-240 Volts, 50~60Hz with surge protector/fuse protection.
32. 1 x UPS (Compatible) also be provided with each equipment.
33. All standard accessories are to be provided as mentioned in the original manual provided by the manufacturer even if not mentioned in the specifications.
34. The EM Equipment should be delivered (complete in all respect) with all integral components sited in actual place as mentioned in the original manual provided by the manufacturer.
35. **The Supplier will provide CD and Colored printed copy of:-**
- a. User operational manual in 02 Copies One for User and Second for No 107 AED.
  - b. Service or technical manual with illustrated Part Breakdown (IBP's) and Schematic Diagram in 02 Copies One for User and Second for No 107 AED.
  - c. iii) Original Brochure
  - d. iv) List of Packing
36. Installation at designated hospital free of cost within 6-8 weeks or earlier after inspection and acceptance.
37. The equipment should be in original, intact and factory sealed packing.
38. The equipment must be of latest model and current year production.
39. Supplier/contractor will be bound to provide after sales services and parts (whatever required) after the expiry of warranty period till working life of the equipment or 10 years whichever is longer through service outlets authorized by the manufacturer.

40. Spare parts replaced after warranty period shall be brand new with minimum warranty of one year
41. **Training**
- (a) Operation of equipment for Hospital medical staff during installation. Required training material would be provided in soft copy to PAF. Training completion certificate would be rendered by Dte of MA&S.
- (b) Technical Training of 05 PAF personnel by OEM authorized rep for 05 working days at installation site / firm premises covering following aspects:-
- (i) Fault isolation / troubleshooting preferably through built-in test (BIT) system or any other test system/ station preferred by OEM.
- (ii) SRUs removal and installation procedures.
- (iii) Software recovery procedures.
- (iv) Requisite documents for critical SRUs repair within PAF facilities, where applicable.
- (v) All training material will also be provided in soft copy to PAF.
- (c) Training completion certificate would be rendered by Dte of AE&S.
42. **Warranty period: 24 months warranty period including free spares and service from the date of installation.**
43. **In case of un-serviceability of the equipment, the days for which the equipment remains unserviceable will not be counted towards the warranty period.**
44. In case of un-serviceability of the equipment, part/spare replaced within warranty period, warranty life of that part/spare will automatically extend up to 24 months starting from the day it was replaced and the equipment was made serviceable. Old or repaired (serviceable) parts will not be acceptable as replacement is under warranty.
45. Every part of the equipment must be from the same origin.
46. Cost of the initial installation at user end will be borne by the supplier / contractor (e.g. kits, reagents, solutions, gases, required cables, switches etc.
47. OEM & calibration certificates / calibration procedure / periodicity to be provided along with the stores.
48. **No firm will be ACCEPTED without providing of any requirement as mentioned above.**