

**Tender Enquiry****1. TENDER MARKING AND DROPPING:**

Sealed bids addressed to the Head of Procurement Department, Heavy Mechanical Complex, Taxila can be dropped either in the tender box kept in the Procurement Department or mailed through – registered post/courier, but it must be ensured that the same reaches our office well in time as late offers will not be considered. The envelope should be marked clearly with tender No. and Due Date. The bidding procedure will be “Single Stage-Two Envelope”.

**2. BID SECURITY:**

- a) 2% Bid Security is essentially required for the Quotations valuing Rs. 500,000 or above and to be submitted with Financial Bid.
- b) Bid Security is to be submitted in the form of Bank Draft, Pay Order advised by any Scheduled Bank in Pakistan in favour of MD HMC. No. personal cheque and guarantee of insurance company will be accepted.
- c) Bid Security will be released after the placement of order and receipt of Performance Bond (wherever required). Bid security will also be released to all those suppliers who are technically Non-Responsive.
- d) 2% Bid security will be forfeited for all those suppliers who regret their offers within validity period.

**3. INSPECTION:**

In case of an order placed against this tender the following inspection documents is/are required to be submitted along with negotiable shipping documents.

Mill test certificate showing heat No. Chemical & Physical properties if required.

Warranty/Guarantee certificate.

HMC reserves the right to have the stores / equipment inspected before shipment by own representative or through any agency of its choice. Inspection charges, if any will be borne by HMC or by the supplier as the case may be. Third party inspection charges to be indicated separately by the bidder if any. Stores / equipment supplied shall be inspected by our Quality Assurance Department at HMC after arrival/your premises before dispatch. Wherever required prior to placement of order, supplier shall submit an undertaking or affidavit as the case may be regarding supply of Goods as per ordered specifications and replacement of rejected material (If any).

**4. PAYMENT:**

In the event of offer being accepted against this tender, the payment shall be arranged by opening an irrevocable letter of credit in favor of your principal, through bank. All bank charges – inside Pakistan shall be borne by HMC and outside Pakistan by the beneficiary. In case of any amendments to be made on your request in the LC, and in case of additional confirmation required, all bank charges will be borne by the beneficiary. For payment upto 7000 USD, the payment can be made through Telegraphic Transfer (TT). No payment will be made through TT for amount greater than 7000 USD. In case of payment through TT, HMC may ask supplier(s) to submit advance payment Bank Guarantee / Pay Order / CDR etc of equal amount accordingly.

## **5. PERFORMANCE BOND:**

Performance Bond is required to be submitted at HMC through any scheduled bank of Pakistan in form of **Pay Order, CDR, DD or Bank Guarantee** before shipment of stores / equipment to the tune of **05%** of the total order value for the satisfactory execution of Purchase Order. **05%** payment of the supply can also be retained as Performance Bond / Guarantee from L/C payment against request of Supplier. Performance Bond receipt certificate shall be issued to supplier by HMC in case PB is submitted at HMC by supplier. Performance Bond / Guarantee shall remain valid till:-

- a) In case of equipment till completion of Guarantee / Warrantee period or as per requirement conveyed to the supplier by SCM Department of HMC.
- b) In case of Raw Materials, Performance Bond / Guarantee shall be released within fifteen (15) days from the date of acceptance of materials & issuance of Receiving Reports by HMC.

## **6. SPECIAL INSTRUCTIONS:**

- a) Quotations should be firm and valid for our acceptance for 30 days from the date of opening and another 10 days for establishment of LC.
- b) Equipment / Store(s) offered should be precisely and comprehensively in conformity with our specifications or exact equivalents. Offer with wrong specifications will not be considered.
- c) Quantity can be increased, decreased or deleted after Tender opening by HMC if required.
- d) Insurance of the consignment will be arranged by HMC Taxila. Bidder's quotation should therefore be exclusive of the insurance charges.
- e) The charges for third party inspection by an international inspection agency. If required must be indicated separately.
- f) Principal's offer must be submitted along with their certificate that bidder is their authorized agent.
- g) Printed literature, pamphlets and catalogues whenever required must accompany bidder's offer except for the raw material.
- h) Telex / Fax / Email offers shall not be considered.
- i) Offers with over writing / cutting / mutilated figures shall not be considered.
- j) Lowest bidder shall not be entitled to claim for order unless technically/commercially qualified and accepted by HMC.

## **7. FAILURE AND TERMINATION:**

In case of delay in shipment beyond the stipulated delivery period, HMC reserve the right to recover from supplier as liquidated damages and not by way of penalty a sum of 2% per month of the total value of order on recommendation of Supply Chain Management. Such damages may be recovered from the Performance Bond and/or by with-holding any or all amount due to be paid against this or any other purchase order.

- 8. In case of any dispute arising out of the tender, the area of legal jurisdiction will be the courts of Rawalpindi.
- 9. HMC reserves the right to reject/accept any or all offers either in part or in whole and decrease / increase / delete quantity due to any reason. The reason can be communicated to the bidders without any justification/explanation by HMC.