

No.2/4/D-25/2016
GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
(DEFENCE DIVISION)

TENDER NOTICE

Ministry of Defence (Defence Division) invites sealed tenders / bids from the reputed Firms having NTN, Firm Registration letter, GST Registration Number of FBR and Professional Tax Certificate, for supply of velvet boxes, ribbons for military medals & miniature medals, engraving names on medals & roundels, Gold plating of medals, Silver plating of roundels and stitching ribbons of medals, reduced size medals & miniature medals, during the financial year 2016-17.

2. Bidding documents containing detailed terms and conditions, method for submission of bids, bid validity, opening of bid, acceptance/rejection of bids etc can be obtained free of cost from the undersigned on submission of a written application on any working day before closing date for submission of bids. Bidding documents can also be downloaded from PPRA's (www.ppra.org.pk) as well as MoD's (www.mod.gov.pk) websites.

3. The tenders/bids prepared in accordance with the instructions given in the bidding documents, must reach the Office of undersigned in the sealed envelopes by 27-9-2016 at 1000 hrs. Tenders/bids will be opened on the same day at 1030 hrs in the presence of bidders or their representatives in the Office of Chairman, Ministerial Monitoring Committee for Military Medals, Ministry of Defence, Pak Sectt. No-II, Rawalpindi.

4. Bank draft @ 2% of the total bid offered must be accompanied with the tender as bid security in favour of Section Officer D-25 (Medals) GHQ, Ministry of Defence, Rawalpindi.

5. Ministry of Defence reserves the right to accept or reject any or all tenders in the light of Rule-33 of Public Procurement Rules-2004.

(Wajid Ali Khan)
Section Officer, D-25(Medals) GHQ
Ministry of Defence
Rawalpindi.

Tel # 0519242340

**GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
(DEFENCE DIVISION)**

BIDDING DOCUMENTS

for

NATIONAL COMPETITIVE BIDDING

for

procurement of velvet boxes, ribbons for military medals & miniature medals, engraving names on medals & roundels, Gold plating of medals, Silver plating of roundels and stitching ribbons of medals, reduced size medals & miniature medals.

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GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
(DEFENCE DIVISION)

TERMS AND CONDITIONS OF TENDER

The terms and conditions of the tender for procurement of velvet boxes, ribbons for military medals & miniature medals, engraving names on medals & roundels, Gold plating of medals, Silver plating of roundels and stitching ribbons of medals, reduced size medals & miniature medals by the Ministry of Defence (Defence Division), Rawalpindi during the Current Financial Year 2016-17 are as under:-

1. The word "**Quotation**" should be written in bold letters on the envelope(s).
2. Complete address, CNIC, NTN, Copy of Firm Registration letter, GST Registration Number of FBR and copy of Professional Tax Certificate along with specimen signatures should be provided on the printed letter pad of the Firm.
3. Rates quoted by the Firm(s) will remain valid during the financial year **2016-17**.
4. Sealed Quotations should reach the undersigned on or before Tuesday, the 27th September, 2016, at 1000 hrs along with samples of products. Quotations will be opened in the presence of bidders or their authorized representative(s) on Tuesday, the 27th September, 2016, at 1030 hrs, in the Office of Chairman, Ministerial Monitoring Committee for military medals, parchments, ribbons, boxes and roundels with boxes, Ministry of Defence, Pak Sectt. No-II, Rawalpindi.
5. Samples of boxes are available in Section D-25 (Medals), GHQ Rawalpindi (Contact No.051-9242340).
6. No cost whatsoever will be paid for samples.
7. On acceptance of quotation, a formal supply order of required number of items shall be placed with the Firm. Final payment will be made after delivery of supply order(s).
8. A bank draft valuing 2% of the bid price on account of delivery of all items by the Firm in favour of Section Officer D-25 (Medals) GHQ, Ministry of Defence, Rawalpindi shall be deposited with the quotation as bid security. The bid security of the unaccepted Firm(s) will be returned on completion of necessary procedure. The bid security of the accepted Firm(s) will be retained till 30th June, 2017.
9. It is the sole responsibility of the qualified Firm to supply the items with approved specifications within stipulated time. In case, it is found that items provided are of substandard quality, the Contract will be cancelled. Bid security will be forfeited and the firm will be black listed.
10. Ministry of Defence reserves the right to accept or reject any or all the bids in the light of Rule-33 of Public Procurement Rules-2004.
11. An affidavit to the effect that the Firm has never been indulged in any irregularity or litigation and has never been black listed by any Federal or Provincial Ministry, Division, Department or Organization, must accompany the bid offer.
12. Provision of any false statement or document(s) may result in disqualification of the bidder.
13. No change in the bid will be accepted once a bid is opened.
14. Local Firm(s) based at Rawalpindi and Islamabad may quote rates for Gold plating, Silver plating and engraving on medals and roundels etc.

**GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
(DEFENCE DIVISION)**

LIST OF VELVET BOXES FOR MILITARY MEDALS

<u>S No</u>	<u>Name of Item</u>	<u>Quantity to be procured (estimated)</u>	<u>Unit</u>	<u>Rate without GST</u>
1.	Velvet Boxes for medals of Nishan-i-Haider.	02 Nos	Each	
2.	Velvet Boxes for medals of Hilal-i-Jur'at.	04 Nos	Each	
3.	Velvet Boxes for medals of Sitara-i-Jur'at.	08 Nos	Each	
4.	Velvet Boxes for medals of Tamgha-i-Jur'at.	10 Nos	Each	
5.	Velvet Boxes for medals of Nishan-i-Imtiaz (Military)	05 Nos	Each	
6.	Velvet Boxes for medals of Hilal-i-Imtiaz (Military).	43 Nos	Each	
7.	Velvet Boxes for medals of Sitara-i-Imtiaz (Military).	170 Nos	Each	
8.	Velvet Boxes for medals of Tamgha-i-Imtiaz (Military).	226 Nos	Each	
9.	Velvet Boxes for medals of Sitara-i-Basalat.	40 Nos	Each	
10.	Velvet Boxes for medals of Tamgha-i-Basalat.	270 Nos	Each	
11.	Velvet Boxes for 10 years service medals.	100 Nos	Each	
12.	Velvet Boxes for 20 years service medals.	100 Nos	Each	
13.	Velvet Boxes for 30 years service medals.	100 Nos	Each	
14.	Velvet Boxes for 35 years service medals.	100 Nos	Each	
15.	Velvet Boxes for 40 years service medals.	100 Nos	Each	
16.	Velvet Boxes with Silver roundels for medals of Nishan-i-Imtiaz (Military) and Hilal-i-Imtiaz (Military).	48 Nos	Each	
17.	Velvet Boxes for medals of Sitara-i-Imtiaz (Military).	170 Nos	Each	

LIST OF RIBBONS FOR MILITARY MEDALS

<u>S No</u>	<u>Name of Item</u>	<u>Quantity to be procured (estimated)</u>	<u>Unit</u>	<u>Rate without GST</u>
1.	Ribbon for medals of Nishan-i-Haider.	05 yards	Per yard	

2.	Ribbon for medals of Hilal-i-Jur'at.	05 yards	Per yard	
3.	Ribbon for medals of Sitara-i-Jur'at.	05 yards	Per yard	
4.	Ribbon for medals of Tamgha-i-Jur'at.	05 yards	Per yard	
5.	Sash Ribbon for medals of Nishan-i-Imtiaz (Military).	15 yards	Per yard	
6.	Ribbon for medals of Hilal-i-Imtiaz (Military)	50 yards	Per yard	
7.	Ribbon for medals of Sitara-i-Imtiaz (Military)	50 yards	Per yard	
8.	Ribbon for medals of Tamgha-i-Imtiaz (Military).	50 yards	Per yard	
9.	Ribbon for medals of Sitara-i-Basalat.	15 yards	Per yard	
10.	Ribbon for medals of Tamgha-i-Basalat.	100 yards	Per yard	
11.	Ribbon for 10 years service medals.	5000 yards	Per yard	
12.	Ribbon for 20 years service medals.	3000 yards	Per yard	
13.	Ribbon for 30 years service medals.	1000 yards	Per yard	
14.	Ribbon for 35 years service medals.	50 yards	Per yard	
15.	Ribbon for 40 years service medals.	50 yards	Per yard	
16.	Ribbon for medals of Tamgha-i-Difa'a	50 yards	Per yard	
17.	Ribbon for Tamgha-i-Khidmat (Class-I) medals	1000 yards	Per yard	
18.	Ribbon for Tamgha-i-Khidmat (Class-II) medals	2000 yards	Per yard	
19.	Ribbon for Tamgha-i-Khidmat (Class-III) medals	5000 yards	Per yard	

LIST OF RIBBONS FOR MINIATURE MEDALS

<u>S No</u>	<u>Name of Item</u>	<u>Quantity to be procured (estimated)</u>	<u>Unit</u>	<u>Rate without GST</u>
1.	Ribbon for miniature medals of Nishan-i-Haider.	05 yards	Per yard	
2.	Ribbon for miniature medals of Hilal-i-Jur'at.	05 yards	each	
3.	Ribbon for miniature medals of Sitara-i-Jur'at.	05 yards	each	

4.	Ribbon for miniature medals of Tamgha-i-Jur'at.	05 yards	each	
5.	Ribbon for miniature medals of Nishan-i-Imtiaz(Military)	06 yards	each	
6.	Ribbon for miniature medals of Tamgha-i-Imtiaz(Military)	50 yards	each	
7.	Ribbon for miniature medals of Sitara-i-Basalat.	15 yards	each	
8.	Ribbon for miniature medals of Tamgha-i-Basalat.	100 yards	each	
9.	Ribbon for miniature medals of 10 years service	50 yards	each	
10.	Ribbon for miniature medals of 20 years service	50 yards	each	
11.	Ribbon for miniature medals of 30 years service	50 yards	each	
12.	Ribbon for miniature medals of 35 years service	50 yards	each	
13.	Ribbon for miniature medals of 40 years service	50 yards	each	

LIST OF MEDALS FOR STITCHING OF RIBBONS/SASH

<u>S No</u>	<u>Name of Item</u>	<u>Quantity to be stitched (estimated)</u>	<u>Unit</u>	<u>Rate without GST</u>
1.	Stitching of ribbon on medals of Nishan-i-Haider.	02 Nos	each	
2.	Stitching of ribbon on medals of Hilal-i-Jur'at.	04 Nos	each	
3.	Stitching of ribbon on medals of Sitara-i-Jur'at.	06 Nos	each	
4.	Stitching of ribbon on medals of Tamgha-i-Jur'at.	06 Nos	each	
5.	Stitching of sash ribbon on medals of Nishan-i-Imtiaz (Military).	05 Nos	each	
6.	Stitching of ribbon of medals of Hilal-i-Imtiaz (Military).	43 Nos	each	
7.	Stitching of ribbon on medals of Sitara-i-Imtiaz (Military).	170 Nos	each	
8.	Stitching of ribbon on medals of Tamgha-i-Imtiaz (Military).	226 Nos	each	
9.	Stitching of ribbon on medals of Sitara-i-Basalat.	40 Nos	each	
10.	Stitching of ribbon on medals of Tamgha-i-Basalat.	270 Nos	each	

LIST OF MINIATURE AND REDUCED SIZE MEDALS FOR STITCHING OF RIBBONS

<u>S No</u>	<u>Name of Item</u>	<u>Quantity to be stitched (estimated)</u>	<u>Unit</u>	<u>Rate without GST</u>
1.	Stitching of ribbon on miniature medals of Nishan-i-Haider	02 Nos	each	
2.	Stitching of ribbon of miniature medals of Hilal-i-Jur'at.	04 Nos	each	
3.	Stitching of ribbon on miniature medals of Sitara-i-Jur'at.	06 Nos	each	
4.	Stitching of ribbon on miniature medals of Tamgha-i-Jur'at.	06 Nos	each	
5.	Stitching of ribbon on miniature medals of Nishan-i-Imtiaz (Military).	05 Nos	each	
6.	Stitching of ribbon on reduced size medals of Hilal-i-Imtiaz (Military).	43 Nos	each	
7.	Stitching of ribbon on reduced size medals of Sitara-i-Imtiaz (Military).	170 Nos	each	
8.	Stitching of ribbon on miniature medals of Tamgha-i-Imtiaz (Military).	226 Nos	each	
9.	Stitching of ribbon on miniature medals of Sitara-i-Basalat.	40 Nos	each	
10.	Stitching of ribbon on miniature medals of Tamgha-i-Basalat.	270 Nos	each	

GOLD PLATING OF MEDALS AND SILVER PLATING OF ROUNDELS

<u>S No</u>	<u>Name of Item</u>	<u>Quantity to be Gold plated and Silver plated (estimated)</u>	<u>Unit</u>	<u>Rate without GST</u>
1.	Gold plating of the medals of Nishan-i-Imtiaz (Military) and Hilal-i-Imtiaz (Military).	10 Sets	Per set (02 pieces)	
2.	Silver plating of roundels of medals of Nishan-i-Imtiaz (Military) and Hilal-i-Imtiaz (Military).	48 Nos	Each	

Note:- The firms based at Rawalpindi/Islamabad may quote the rates only.

ENGRAVING NAMES OF AWARDEES ON MILITARY MEDALS AND ROUNDELS

<u>S No</u>	<u>Name of Item</u>	<u>Number of letters to be engraved (estimated)</u>	<u>Unit</u>	<u>Rate without GST</u>
1.	Engraving names on medals and roundels of Nishan-i-Imtiaz (Military) and Hilal-i-Imtiaz (Military).	3000 letters	each letter	

Note:- The firms based at Rawalpindi/Islamabad may quote the rates only.

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 2016 between Ministry of Defence, Section D-25(Medals) GHQ, Rawalpindi (hereinafter called "the Purchaser") of the one part and (name of Supplier) of (city and country of Supplier) (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited bids for procurement of certain goods and ancillary services, viz velvet boxes, ribbons for military medals & miniature medals, engraving names on medals & roundels, Gold plating of medals, Silver plating of roundels and stitching ribbons of medals, reduced size medals & miniature medals and accepted a bid by the Supplier for supply of these goods and services in the sum of (contract price in words and figures) (hereinafter called "Contract Price").

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:-
 - (a) The Bid Form and the price schedule submitted by the Bidder;
 - (b) The Purchaser's Notification of Award;
 - (c) Bid Security (provided with the Bid Form); and
 - (d) Terms and conditions of the Contract.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, The Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws on the day and year first above written.

Stamp & Signature of the Purchaser _____

Stamp & Signature of the Supplier _____

BID FORM

To:

The Section Officer, D-25 (Medals) GHQ
Ministry of Defence, Rawalpindi.

Gentleman:

Having examined the bidding documents including Addenda Nos. (insert numbers), the receipt of which is hereby duly acknowledged, I, the undersigned, offer to supply and deliver (description of goods and services) in conformity with the said bidding documents for the sum of (total bid amount in words and figures).

I hereby undertake, if my Bid is accepted, to deliver the goods and services in accordance with the delivery requirements of Ministry of Defence, D-25 (Medals) GHQ.

If my bid is accepted, I hereby agree that my Bid Security as being provided herewith this "Bid Form" will remain with the Ministry of Defence, D-25 (Medals) GHQ, according to Clause 8 of the Terms and Conditions of the Tender.

I also agree to abide by this Bid for supply of goods and services during the financial Year 2016-17, as contained in Clause 3 of Terms and Conditions of the Tender.

I understand that you are not bound to accept the lowest or any bid you may receive.

Dated: _____

Stamp & Signature _____

