

## Pakistan International Airlines

Purchases Flight Kitchen Section,

1<sup>st</sup> Floor, Supply Chain Management Department Building, (PIAC), Head Office Karachi Airport-75200.

Tel: +92-21-99045668 / 5379, Fax: +92-21-34570120

E-mail: [spo.fk@piac.aero](mailto:spo.fk@piac.aero) / [dgmpr@piac.aero](mailto:dgmpr@piac.aero)

<https://www.piac.com.pk/corporate/sales-procurement/tenders> or [www.ppra.org.pk](http://www.ppra.org.pk) websites.

Tender Ref#: FSD-23010183.

Dated: 21-11-2023.

Tender Cost. PKR 5,000.00 (for local bidders)

Fixed Earnest Money PKR: 50, 000/=

→ Both to be placed in Technical Bid

Printable at paper size: A4 page.

### INVITATION OF TENDERS AND INSTRUCTIONS TO BIDDERS (MUST READ CAREFULLY).

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

Sub: REQUIREMENT OF BAG POLYTHENE 15"X24" (Annual).

Dear Sirs,

We are pleased to invite your sealed tenders for the items listed in the attached schedule/s. In case of more than one schedule separate tender for each schedule should be furnished. The terms & conditions of the tender / supplies are given below:-

#### SUBMISSION OF TENDER

1. You are required to send your sealed tenders In "Single Stage Two Sealed Envelope Basis" addressed to **D.G.M Purchases Commercial, Supply Chain Management Department (Store) Building, PIAC Head Office, JIAP Karachi-75200** by **11-12-2023**. The tenders may be dropped in the tender box marked as "Tender Box Commercial Purchases" placed at the entrance of the PIA Supply Chain Management (Store) Building latest by 10:30 hours on the specified date. You may also send your tenders through registered A/D, which must reach before the closing date and time mentioned above. Tenders will be opened at 11:00 hours the same day in the presence of bidders.
2. **Both Technical & Financial Proposals should be sealed with Scotch Tape**
  - a) Tenders must be in two separate sealed envelopes;
    - ✓ (Technical Proposal) → with Tender Reference Number
    - ✓ (Financial Proposal) → with Tender Reference Number.
3. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for any postal delays. The decision of **General Manager Procurement** in all respect shall be final and binding.

**EARNEST MONEY [must be in Technical Proposal]**

The Tender should be accompanied by a Fixed **EM PKR- 50,000/=** having been deposited in terms of a Pay Order [from any scheduled bank] must be payable at Karachi Pakistan in lieu thereof in the name of **M/S PAKISTAN INTERNATIONAL AIRLINES** as interest free Earnest Money (Refundable) with **Technical Proposals**. Earnest Money in any other shape shall not be accepted. Earnest / Security Money deposited against a running contract (s) purchase orders(s) shall not be transferable as earnest money for any other tender. All tenders without Earnest Money shall not be considered.

**SECURITY DEPOSIT [for local bidders & optional for foreign bidders]**

The successful bidders upon award of Contract / Purchase Order will be required to furnish in the amount equivalent to amount **PKR 80, 000/=** [will called if required] of total tender value as interest free Security deposit in shape of Pay Order of an equivalent amount or a Bank Guarantee for an equivalent amount countersigned by the Head Office of the Bank. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above.

**PREPARATION OF TENDER**

Tender will be opened on “**Single Stage Two Sealed Envelopes**” basis. All bidders must submit **two sealed envelopes** “Technical proposal and Financial Proposal” on specified tender opening date/time. Technical Proposal will be opened on same date, whereas Financial Proposal will remain sealed till the evaluation of samples according to specification carried out by PIA Management. Evaluation Report as per PPRA Rule-35 will be uploaded on both PPRA/PIA websites. Financial Proposal of only those bidders will be opened whose sample are found acceptable.

**Financial Proposal having following documents.**

1. **Tender Schedule –“A”** Complete Form {All pages} duly filled in, signed, stamped every page and sealed with scotch tape.

**Technical Proposal having following documents “Mandatory Requirement”.**

1. **Tender Fees Pay Order of Rs 5, 000/- (Non-Refundable).**
  - (On back side of Pay Order Vendor must write company name/stamp, Tender Ref. No, date & Pay Order for Tender Fee)
  - **Fixed PKR 50,000/=Pay Order [from any scheduled bank] for Earnest Money (Refundable/Interest Free). (On back side of Pay Order Vendor must write company name/stamp, Tender Ref. No, date & Earnest Money)**
2. **Quality samples (5 PCS) (Non-Returnable).**
3. **Company profile, Copy of GST & NTN certificate**
4. **Tender Schedule “B” must be attached with Technical Proposal/ all pages.**
5. **Manufacturer/Authorized Distributors and Related Business Operators are allowed to participate.**
6. **Sample must be without vendor name, stamp or brand. Only temporary sticker on tender sample is allowed for identification.**
7. **Delivery must contain PIA Logo and “specially packed for PIA” should be printed on supplies.**

All information about the material proposed to be supplied must be given as required in the schedule to tender.

The tender will not be considered if complete information required is not given therein. Particular attention must be paid to delivery time.

Authorized Signatures of individual signing the tender and other documents connected with the contract must specify whether signing as:

In any query without hesitate you will contact / emails above mentioned concerned officer.

- a) Sole Proprietor or his attorney.
- b) A registered active partner of the firm or his attorney.
- c) For the firm per procreation.
- d) As secretary, Manager, Partner, etc., or their attorney in case of firms registered under Partnership Act.
- e) The Bidders must indicate whether its firm / company / organization etc is registered with PIA or not. If registered then specify PIA Registration number.

### **PRICES**

- a) The Prices quoted must be net as per accounting unit as shown in the Schedule to tender inclusive of all duties / taxes, packing, octroi and delivery charges for free delivery to Local Receipt Section P&L Department Building PIA Karachi Airport. However, if GST is applicable, same should be shown separately.
- b) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order / Contract.
- c) The Prices must be stated for each item separately both **in words and figures** in Pakistan Currency. Additional information, if any must be linked with entries on the Schedule to Tender.
- d) Offers must be valid for 120 days.
- e) Rates must be written on PIA prescribed form otherwise Bids will not be entertained.
- f) **Correction White Fluid or Over Writing strictly not allowed otherwise tender will be rejected/ not-considered.**
- g) For foreign bidders rates will be converted into local currency at the date of financial opening & will be locked till completion of P.O supplies.

PIA do not pledge themselves to accept the lowest tender and reserve the right to accept or reject any or all tenders / quotations, divide business among more than one supplier or accept the tenders at rates on lowest individual items or extend the date of opening / cancel as per PPRA Rules.

Yours truly,  
for **Pakistan International Airlines**

**DGM Purchases Commercial**

Encl:

1. Tender Schedule "A" & "B" complete form.
2. Undertaking (If attached with tender)

Notes: 1- Prescribed Tenders form for the subject item may be directly downloaded from <https://www.piac.com.pk/corporate/sales-procurement/tenders> or [www.ppra.org.pk](http://www.ppra.org.pk) websites.

**TENDER SCHEDULE "A"**  
**REF NO: FSD-23010183.**

Particulars of Item	Unit	Quantity Required	Unit Rate PKR WITHOUT GST	GST on 30% Qty [if Applicable]	Total Value PKR (Including GST)
<b>Bag Polythene 15"x24"</b> Specification Attached (Page 5)	<b>Kgs</b>	<b>5,400</b>			
<b>Total Value in figures/words →</b>					
<b>TOTAL CONTRACT VALUE PKR →</b>					
<b>FIXED EARNEST MONEY PKR →</b>			<b>50,000/= MUST be placed in <u>Technical Bid.</u></b>		

**Note.** Hand written bid (RATES) via Pen / Marker etc may be **REJECTED**. Please **TYPE** the **BIDs / UNIT RATES**. Alternatively Transparent **TAPE** should be pasted over Hand **WRITTEN RATES**, to avoid **REJECTION**

- **Quantity 70% is Zero Rated GST vide (Sales Tax Act-1990 Sec 4(b) Int'l Flights and Quantity 30% is for Domestic Flights with GST**
- Delivery required in Four (04) equal installments with the gap of 60 days/ as required.
- First delivery required within 15 days after P.O received or as agreed (both mutual understanding basis).
- **No any letter of 90 Days Exit Clause will be entertained within First Quarter of the Contract Period.**
- **If any supplier, submit 90 Days Exit Clause within first quarter, their EM will be forfeited.**
- **If any supplier, submit 90 Days Exit Clause after first quarter, the said Bidder / Or any of its Subsidiary Company will not be able to participate in Next Same tendering Process.**
- **For any Grievance a fee of Rs 30,000.00 should be submitted. If grievance found Tenable by Grievance Committee same will be refunded, if grievance found Non Tenable, grievance fee will not be refunded.**

**Declaration by Bidder (s):**

We/ I hereby confirmed having read and understood the terms and conditions of the tender and we/ I expressly confirm and agree that our tender for the supply of above mentioned items are in terms of and subject to the terms and conditions of the tenders.

BIDDERS SIGNATURE: \_\_\_\_\_

BIDDERS NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

ADDRESS \_\_\_\_\_

Tel No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Cell No. \_\_\_\_\_


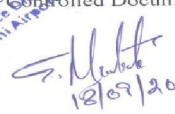


Valid Email : \_\_\_\_\_

GST No. \_\_\_\_\_

NTN NO. \_\_\_\_\_

**TENDER SCHEDULE "B"**  
Ref: FSD-23010183.

**Mandatory Requirement**

DESCRIPTION / SPECIFICATION OF ITEM	YES/NO																					
<div style="text-align: right; margin-bottom: 10px;">Item Code FSD-5266 Date: 14-Sep-2023</div> <p style="text-align: center;"><b>Specification of Polythene Bag (15*24 Inches)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left; padding: 5px;"><b>Physical Size:</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">• Length</td> <td style="padding: 5px;">: 24 Inches</td> <td style="padding: 5px;">(±5%)</td> </tr> <tr> <td style="padding: 5px;">• Width</td> <td style="padding: 5px;">: 15 Inches</td> <td style="padding: 5px;">(±5%)</td> </tr> <tr> <td style="padding: 5px;">• Thickness</td> <td style="padding: 5px;">: 50 Microns</td> <td style="padding: 5px;">(±5%)</td> </tr> <tr> <td style="padding: 5px;">• Colour</td> <td colspan="2" style="padding: 5px;">: Transparent</td> </tr> <tr> <td style="padding: 5px;">• Quality</td> <td colspan="2" style="padding: 5px;">: Strong Sealing on Bottom must not tear easily.</td> </tr> <tr> <td style="padding: 5px;">• Material</td> <td colspan="2" style="padding: 5px;">: Food Grade Material</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>1. <b>Printing / Labeling:-</b> <ul style="list-style-type: none"> <li>• Must be print PIA Logo in Urdu &amp; English on each Bag.</li> <li>• Text "Great People to Fly With" should be print of below PIA Logo.</li> </ul> </li> <li>2. <b>Packing:</b> <ul style="list-style-type: none"> <li>• Supply required of 15 to 20 Kg bags in each strong Carton.</li> <li>• Each packet shall be clearly marked or labeled with a name of the product, address of the manufacturer, net weight.</li> <li>• Damage dirty &amp; dusty packets are not acceptable.</li> </ul> </li> <li>3. <b>Transportation / Delivery:-</b> <ul style="list-style-type: none"> <li>• Supplies to be delivered in P&amp;L Store Building PIA Head Office.</li> </ul> </li> <li>4. <b>Sample:</b> <ul style="list-style-type: none"> <li>• As per approved specification.</li> <li>• Food grade material certificate must be submitted with evaluation sample.</li> </ul> </li> <li>5. <b>Who can supply:-</b> <ul style="list-style-type: none"> <li>• Manufacturer Authorized Distributor of Manufactures, &amp; Related Business Operators.</li> <li>• A reputable supplier with no track record of conflict or legal dispute with PIA.</li> </ul> </li> <li>6. <b>Other Terms &amp; Conditions:</b> <ul style="list-style-type: none"> <li>• Items found below the required specs may be rejected / returned without any liability to PIA.</li> <li>• PIA security pass for vehicle and employees is the responsibility of vendor.</li> <li>• Supplier staff delivering goods must wear clean uniform (including shoes and company logo/identity). A fine of 2% on each supply will be imposed in case of non-compliance.</li> </ul> </li> </ol> <p style="font-size: small; margin-top: 20px;">Controlled Document, FSD- Evaluation committee is authorized to amend only. Page # 1/1</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">               Abdul Rahim              Field Service Officer              Food Services Division              Karachi Airport         </div> <div style="text-align: center;">               Tauseef Hayat              Manager              Food Services Division              PIA Head Office Karachi.         </div> <div style="text-align: center;">               Farhan Samiullah              General Manager              Food Service Division              PIA Flight Kitchen Karachi.         </div> </div> <div style="text-align: center; margin-top: 20px;"> <p><b>New PIA Logo</b></p>  <p><b>Great People to Fly With</b></p> </div>	<b>Physical Size:</b>			• Length	: 24 Inches	(±5%)	• Width	: 15 Inches	(±5%)	• Thickness	: 50 Microns	(±5%)	• Colour	: Transparent		• Quality	: Strong Sealing on Bottom must not tear easily.		• Material	: Food Grade Material		
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<p><b>Manufacturer/Authorized Distributors and Related Business Operators are allowed to participate.</b></p>																						
<p><b>Participant must be registered with Sales Tax Authorities.</b></p>																						
<p>→ Please attach copy of GST Registration Certificate (indicating current "Active" status otherwise stand "Rejected" ab-initio).</p>																						
<p><b>Quality samples Qty: 05 pcs must be submitted (non-returnable)</b></p>																						
<p>Delivery must be made at SR-17 PIA Flight Kitchen through PIA Local Receipt Section SCM (Store) Building as per delivery schedule given in PO.</p>																						
<p>Fixed earnest money (Pay Order) must be submitted along with the <b>Technical Proposal</b></p>																						

## Tender Terms & Conditions

1. If any stage documents provided by participants found tempered / bogus Fixed deposited E/Money will be forfeited.
2. For the life rack item should be (01) years expiry date from the delivery date [for rack life items].
3. All participants are required to quote one rate inclusive all Govt: Taxes but GST separately.
4. Please note that quoted rates must be firm and final in all respect.
5. Guarantee & warrantee must be provided. (if applicable)
6. Payment TERMS NET THIRTY (30) DAYS or as agreed, income tax will be deducted at source.
7. Quotation must be valid for 120 days from the date of technical proposal opening. Suppliers are bound to accept P.O within bid validity otherwise Fixed deposited E/Money will be forfeited.
8. Quantity 15% may increase or decrease.
9. Bid will be awarded on technically qualified individual lowest rates basis.
10. All foreign vendors must send their sealed quotation via courier service directly to General Manager Procurement SCM Department. PIA will not be responsible for any postal delay.
11. Items are subject to evaluation by providing advance sample to determine the required quality by the user department/Joint Evaluation Committee.
12. Item found below PIA standard shell be rejected & not entertained.
13. If the material is not supplied within the specified period same will be procured from elsewhere at the Risk & Expense of supplier if vendor fail to provide any justified reason in response to our notice(s).
14. Supplier should fulfill all documentary requirements as per PIA procedure.
15. Must comply with Food Laws of Pakistan / product country.
16. It will be the suppliers' responsibility to obtain Entry Passes for PIA Flight Kitchen Division for their personnel and the vehicles form PIA. Security after completing the required formalities
17. Supplier staff delivering goods must be in clean uniform, non-conformity will incur 02% deduction from the billing amount.
18. All Bidders should fulfill every column and attach the relevant documents along with the proposals.
19. If goods deliver late than delivery schedule mentioned in Purchase Order. An amount equivalent 2% [& will be exceed on time bar] of invoice / bill value will be deducted.
20. PIA has right to visit the bidder's manufacturing site.
21. Technically successful bidders will be informed their results & Financial Opening date.
22. During the whole delivery period or in tendering process, PIA can verify the material from any independent Laboratory for which charges will be deducted from the bills / security deposit of the vendor.
23. Tenders all conditions are applicable to all Bidders.
24. If you have any query you can contact without any hesitation to concerned Procurement Officer email [spo.fk@piac.aero](mailto:spo.fk@piac.aero) +92-21-99045668

**PARTICIPATION AUTHORIZATION LETTER**

*Must be filled by Representative of Company with C.N.I.C Copy, Company Identification  
& must be submit with Technical Proposal only*

**TO WHOM IT MAY CONCERN**

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

I namely \_\_\_\_\_ bearing CNIC No. \_\_\_\_\_

Representing M/s. \_\_\_\_\_, am hereby

authorized by my company to submit proposal against Tender No: \_\_\_\_\_

For (item) \_\_\_\_\_

to PIA and observe proceeding on tender opening day.

Copies of my CNIC & Company Card copy are enclosed.

Authorized Signature & Seal of Supplier with Designation \_\_\_\_\_

Address \_\_\_\_\_

Valid e.mail \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Fax No: \_\_\_\_\_ Valid Email \_\_\_\_\_