

## INVITATION TO BID

Pakistan International Airline (PIA) invites quotations through EPADS and sealed bids from renowned Vendors (Eligibility as per tender documents) "Single Stage Two Sealed Envelope Basis" for supply of **(Court Shoes for Female Staff / Officers)**.

- ❖ Bidding documents containing detail terms and conditions, etc. are available at electronically and can be downloaded from
  - ❖ PIACL Website <https://www.piac.com.pk/corporate/sales-procurement/tenders>
  - ❖ PPRA Website <https://www.ppra.org.pk/active-tenders>
  - ❖ EPADS-PPRA website [www.eprocure.gov.pk](http://www.eprocure.gov.pk)
- ❖ Bids should be submitted electronically through EPADS. Manual submission of bid without EPADS electronic bid is **NOT** acceptable / entertained.
- ❖ For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contract Mr. Rizwan Mahmood Director MIS Room No. 109, 1<sup>st</sup> Floor, FBC building Sector G-5/2, Islamabad. Contact No. 051-111-137-237.
- ❖ The bids, prepared in accordance with the instruction in the bidding documents, must be submitted on EPADS by **April -15--, 2024 at 10:30 AM**. Bids will be opened on the same day at 11:00 AM through EPADS
- ❖ Original Bid Security instrument **MUST BE** submitted to the undersigned before online submission deadline of the bid.

### **Pakistan International Airlines**

Uniform Section, Ground Floor, Supply Chain Management Department Building,  
[PIACL], Head Office Karachi Airport-75200 Pakistan Tel: +92-21-99043157 / 5379, Fax: +92-21-34570120  
E-mail. [uniform@piac.aero](mailto:uniform@piac.aero) / [dgmipc@piac.aero](mailto:dgmipc@piac.aero)  
Website: <http://web.piac.com.pk/>

**Sign & Seal of Bidder**

Tender No. 23011460  
Dated. April-15, 2024  
Tender Cost. Rs: 3000.00

**Invitation of Tender and Instructions to Bidders (Must Read Carefully)**

**Important Note:**

- Must participated through EPADS System, only those Manual bids shall be considered which have already been quoted through EPADS.

After Submission through EPADS, following documents are required physically:

- EPADS Tender Print, Tender fees, Earnest Money, Quality Tender Samples Quantity Technical Literature, Company Profile, Certifications, Authorizations.

Following above must be submitted before Closing date: April-15, 2024

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

**Sub : Procurement of Court Shoes for Female Staff / Officers**

Dear Sirs,

Pakistan International Airline (PIA) invites quotations through EPADS and sealed bids from renowned Eligible Vendors "Single Stage Two Sealed Envelope Basis" for supply of "Shoes Black for Male Cabin Crew Oxford Design". The terms & conditions of the tender / supplies are given below:-

**[SUBMISSION OF TENDER [MANUAL]**

1. You are required to send your sealed tenders on "Single Stage Two Envelope Basis" addressed to D.G.M Procurement Management, Supply Chain Management, 1<sup>st</sup> Floor SCM Department Building, PIACL Head Office, JIAP Karachi-75200 by **April-15, 2024**.
2. The tenders may be dropped in the tender box marked as "Tender Box Commercial Purchase placed entrance/ stairs of the PIA Supply Chain Management Building latest by 10:30 hours on the specified date.
3. You may also send your tenders through registered A/D, which must reach before the closing date and time mentioned above.
4. Tenders will be opened at 11:00 hours, the same day in the presence of bidders. [optional]
5. Both technical & Financial Proposals should be sealed with Scotch Tape with authorized signature.

**Tenders must be in two separate sealed envelopes;**

- ✓ [Technical Proposal → with Tender Reference Number & Supplier Name.
- ✓ [Financial Proposal] → with Tender Reference Number & Supplier Name.

1. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for any postal delays.
2. The decision of General Manager [Procurement] in all terms & conditions respect shall be final and binding.

**EARNEST MONEY:**

The **TECHNICAL** Proposal should be accompanied with a Pay Order [issued by any scheduled bank] amounting **Rs 30,000.00** and must be payable at Karachi Pakistan in lieu thereof in the name of M/s. PAKISTAN INTERNATIONAL AIRLINES CORPORATION LIMITED as interest free Earnest Money [Refundable] only with Technical Proposal. All tenders without Earnest Money shall not be considered.

**SECURITY DEPOSIT:**

Successful bidders, upon award of Contract / Purchase Order an additional amount of **PKR 50,000.00** [will be called if required] as interest free Security deposit in shape of Pay Order or a Bank Guarantee of equivalent amount [duly countersigned by the Head Office of the Bank], Bank Guarantee remain be valid 03-months after expiry of the Contract.

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## PREPARATION OF TENDER

Tender will be opened on “Single Stage Two 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 the specifications. Financial Proposal of only those bidders will be opened whose sample are found acceptable. Evaluation Report as per PPRA Rule-35 will be uploaded on both PPRA and PIA websites.

### FINANCIAL Proposal - [having following documents].

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

### 2. TECHNICAL Proposal - [having following documents].

1. Tender Fees Pay Order of Rs 3,000.00 [Non Refundable] - *On back side of Pay Order, Vendor must write company name/stamp, Tender Ref. No, date, Earnest Money & amount*
2. Earnest Money amounting **Rs 30,000.00** of Total Bid Value in shape of Pay Order [issued from any scheduled bank] as Earnest Money [Refundable/Interest Free] - *On back side of Pay Order, Vendor must write company name/stamp, Tender Ref. No, date, Earnest Money & amount*
3. Quality samples [01 Pair] – [Non-Returnable]
4. Technical Proposal of item & Company profile.
5. Copy of GST & NTN Certificate.
6. **Tender Schedule “A”, “B”& Specifications**, must be attached with Technical Proposal.
7. Manufacturers or Authorized Distributors of Manufacturer [with Authorization Letter from Manufacturer] can participate.
8. *Technical Proposal [Certificates & Distribution Letters only] should be submitted in 02-two sets, inserted in Technical Proposal Envelope. [One for Technical Evaluation & One for file record]. Mandatory.*

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:

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

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## **PRICES**

- a) The Prices quoted must be net as per accounting unit as shown in the Schedule of tender, inclusive of all duties / taxes, GST (if 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. The Prices must be stated for each item separately both in words and figures. Additional information, if any must be linked with entries on the Schedule to Tender.
- c) Offers must be valid for 120 days. [Extendable in line with PPRA Rules]
- d) Rates must be written on PIA prescribed form otherwise Bids will not be entertained.
- e) Correction White Fluid or Over Writing strictly is not allowed otherwise tender will be rejected/ not-considered.
- f) Hand written bid [RATES] via Pen / Marker / Pointer etc will not be acceptable. Only TYPED BID / TYPED UNIT RATES will be accepted. Alternatively Transparent TAPE should be pasted over WRITTEN RATES. Non-Compliance of above may result in REJECTION OF YOUR BIDS.

## **ACCEPTANCE OF TENDER**

PIA does not pledge itself 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.

- *Note: Only Local Bidder will be encouraged for this tender.*

Yours truly,  
*for and on behalf of* **Pakistan International Airlines**

**Purchases Commercial**  
**Supply Chain Management – PIA (KHI)**

Encl:

1. Tender Schedule “A” & “B” complete form.
2. Undertaking [If attached with tender]

**Note:** *Prescribed Tenders form for the subject item may be directly downloaded from*

<http://web.piac.com.pk/> or [www.ppra.org.pk](http://www.ppra.org.pk) websites.

<https://www.piac.com.pk/corporate/sales-procurement/tenders>

**TENDER SCHEDULE "A"**  
**REF NO:UFM 23011460**

Particulars of Item	Unit	Quantity	Unit Rate PKR	GST [if Applicable]	Total Value PKR
<b>Court Shoes for Female Staff / Officers</b>	<b>Pair</b>	<b>710</b>			
<b>Total Value in figures/words →</b>					
			<b>TOTAL CONTRACT VALUE Rs. →</b>		
			<b>EARNEST MONEY Rs: 30.000.00: →</b>		

**Note:**

All participants must quote one rates. Rates must be inclusive of all GST shall be mentioned separately [if applicable].

After receiving of P.O. bidder must submit additional amount Rs: 50.000.00 as Security Deposit within five (05) working days.

- Bidders are require to offer one rate despite offering more than one proposal / sample. In case of more than one financial offer / rate, bidders must submit separate Technical & Financial Proposals (with tender fee & amount Rs: 30.000.00 EM.

**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. \_\_\_\_\_

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**TENDER SCHEDULE "B"**
**Mandatory Requirement**

DESCRIPTION / SPECIFICATION OF ITEM		YES/NO
<b>1. Item Name / Description :- <u>REQUIREMENT OF COURT SHOES FOR FEMALE STAFF/ OFFICERS</u></b>		
<b>2. <u>Specification</u></b>		
<b>Court Shoes for Female Staff / Officers</b>		
MATERIAL	UPPER LEATHER	HIGH QUALITY UPPER LEATHER
	INNER LINING	SYNTHETIC PU MAGIC BLUE
	MIDSOLE	AMBICORK MIDSOLE HAVING GREAT THERMAL AND DYNAMIC BEHAVIOR
	SOLE	ANTI-SKID NITRILE NATURAL RUBBER SOLE
COLOR	UPPER LEATHER	BLACK
	INNER LINING	MAGIC BLUE
	MIDSOLE	MAGIC BLUE
	SOLE	BLACK
TOE TYPE	SQUARE TOE	
SIZES		AS PER REQUIREMENT
HEEL HIGHT	6 CM/ 2.5 INCHES	
QUANTITY	(710) PAIRS	
<b>Only Manufacturer of related trade are allowed to Participate in the tender.</b>		
<b>Service provider should have their outlets in each city (Karachi, Lahore &amp; Islamabad).</b>		
<b>Employees will be collected the goods from outlet against issued vouchers provided by Uniform Section (Supply Chain Management) validity of the voucher one year.</b>		
<b>Payment will be made against voucher quantities.</b>		
<b>Participant must be registered with Sales Tax Authorities. (Please attach copy of GST Registration Certificate).</b>		
<b>An amount Rs: 30.000.00 earnest money (Pay Order) must be submitted along with the <b>Technical</b> Proposal</b>		

**Sign & Seal of Bidder**

## **Tender Terms & Conditions**

1. If any stage documents provided by participants found tempered / bogus an amount Rs: 30.000.00 deposited E/Money will be fortified.
2. All participants are required to quote one rate inclusive all Govt: Taxes & GST separately.
3. Please note that quoted rates must be firm and final in all respect.
4. Guarantee & warranty must be provided. (if applicable)
5. Payment **TERMS NET NINTY (30) DAYS** or as agreed, income tax will be deducted at source.
6. Quotation must be valid for 120 days from the date of technical proposal opening.
7. Quantity 15% may increase or decrease.
8. Bid will be awarded on technically qualified individual lowest rates basis.
9. Items are subject to evaluation by providing advance sample to determine the required quality by the user department/Joint Evaluation Committee.
10. Item found below PIA standard shall be rejected & not entertained.
11. Supplier should fulfill all documentary requirements as per PIA procedure.
12. All Bidders should fulfill every column and attach the relevant documents along with the proposals.
13. PIA has right to visit the bidder's manufacturing site.
14. Technically successful bidders will be informed their results & Financial Opening date.
15. **If you have any query you can contact without any hesitation to concerned Procurement Officer email [uniform@piac.aero](mailto:uniform@piac.aero) 92-21-99043157.**

**Sign & Seal of Bidder**

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

Chief,  
Supply Chain Management Department  
Pakistan Intentional Airlines Corporation  
Head Office J.I.A.P Karachi-75200 Pakistan.

Subject: UNDERTAKING TO EXECUTE CONTRACT

Dear Sir,

1. We / I, the undersigned bidders do here by confirm, agree and undertake to do following in the event our / my tender for \_\_\_\_\_, is approved and accepted:-
2. That we / I will enter into and execute the formal contract, a copy of which has been supplied to us / me, receipt whereof is hereby acknowledged and which has been studied and understood by me / us without any change, amendment, revision or addition thereto, within a period of seven days when required by PIA to do so.
3. That all expenses in connection with the preparation and execution of the contract including stamp duty will be borne by us / me.
4. That we / I shall deposit with PIA the amount of Security as specified in the contract which shall continue to be held by PIA until three months after expiry of the contract period.
5. That in event of our / my failure to execute the formal contract within the period of Seven days specified by PIA the Earnest Money/Security Deposit held by PIA shall stand forfeited and we / I shall not question the same.

Bidder's Signature \_\_\_\_\_

Name in Full \_\_\_\_\_

Designation \_\_\_\_\_

Cell No: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone No \_\_\_\_\_

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

N.I.C. # \_\_\_\_\_

Dated \_\_\_\_\_

**Sign & Seal of Bidder**



## INTEGRITY PACT / DISCLOSURE CLAUSE

**Must be printed on company Letter Head**

### **Declaration of Fees, Commissions and Brokerage Etc. Payable by the Manufacturers & Service Providers of Goods, Services & Works**

M/s. \_\_\_\_\_ the  
Manufacturer hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the Manufacturer represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The Manufacturer certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Manufacturer accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be void-able at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, the Manufacturer agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.

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

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