

Pakistan International Airlines

Purchases Flight Kitchen Section, 1st Floor, Supply Chain Management Department Building,
[PIACL], Head Office Karachi Airport-75200 Pakistan.

Tel: +92-21-990455668 / 5379, Fax: +92-21-34570120

E-mail. spo.fk@piac.aero / dgmpc@piac.aero / khjzpk@piac.aero / khijhpk@piac.aero

Website: <http://web.piac.com.pk/>

Tender No. FSD-23010206.

Dated. 26-12-2023

Tender Cost PKR 5,000.00 [for local bidders]

Fixed Earnest Money: PKR 120,000.00

→ 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 : ANNUAL – Tea Saucer Chinaware – Y2024

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 on “Single Stage Two Envelope Basis” addressed to D.G.M Purchases Commercial, Supply Chain Management Department Building, PIACL Head Office, JIAP Karachi-75200 by **17-01-2024**.
2. 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 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.
 - a) Tenders must be in two separate sealed envelopes;
 - ✓ [Technical Proposal] → with Tender Reference Number
 - ✓ [Financial Proposal] → with Tender Reference Number.
 - b) Note: All foreign bidders must mention Tender Ref No, date of opening & item description on their courier envelope. [strict compliance]
6. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for any postal delays.
7. The decision of General Manager [Procurement] in all respects shall be final and binding.

EARNEST MONEY - [for local bidders only]

The Tender should be accompanied by a Pay Order in the name of M/ s PAKISTAN INTERNATIONAL AIRLINES as interest free Earnest Money [Refundable] to be placed in TECHNICAL Proposal in shape of Pay Order of an amount of **Rs 120,000.00** or a Bank Guarantee of equivalent amount [duly countersigned by the Head Office of the Bank], and remain be valid 03-months after expiry of the Contract. Tender without Earnest Money shall not be considered.

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

Successful bidders, upon award of Contract / Purchase Order an additional amount of **Rs 150,000.00** [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. [for foreign bidders PIA may call some amount as Security Money by new participants upon evaluated 1st lowest bidder (if required)]

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.

Technical Proposal having following documents “Mandatory Requirement”.

1. Tender Fees Pay Order of Rs 5,000.00 for Local Bidders. (Non-Refundable).
 - [On Pay Order’s back side, must mentioned company name/stamp, Tender Ref. No, date, EM & amount]
2. Earnest Money amounting **Rs 120,000.00** 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* - for Local Bidders only
3. Quality samples [05 pcs] [Non-Returnable] with Technical Proposal at KHI on [Technical Opening Date].
4. Technical Proposal with Brand Name & Certifications of item, company and profile.
5. Copy of GST & NTN certificate [VALID / Active] [for local bidders only]
6. Tender Schedule “B” & Specifications, must be attached with Technical Proposal.
7. Manufacturers or Authorized Distributor of Manufacturer [with Authorization Certification / Letter from Manufacturer] & Related Business Operators can participate.
8. Please see Specification part of tender.
9. Item’s technical literature etc

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.

PRICES

- a) The Prices quoted must be net as per accounting unit as shown in the Schedule of tender, inclusive of all duties / taxes, packing, octroi and delivery charges for free delivery to SR-17 PIA Flight Kitchen through Foreign / Local Receipt Section Supply Chain Management Department Building PIA Karachi.
- 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. Additional information, if any must be linked with entries on the Schedule to Tender.
- d) Offers must be valid for 120 days. [Extendable in line with PPRA Rules]
- e) Rates must be written on PIA prescribed form otherwise Bids will not be entertained.
- f) Correction White Fluid or Over Writing strictly is 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.

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.

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

DGM Purchases Commercial

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

TENDER SCHEDULE "A"
REF NO: FSD-23010206.

Particulars of Item	Unit	Quantity Required	Unit Rate PKR WITHOUT GST	GST on 30% Qty [if Applicable]	Total Value PKR (Including GST)
Tea Saucer Chinaware. Specification Attached (Page 5)	Each	14, 400			
Total Value in figures/words →					
TOTAL CONTRACT VALUE PKR →					
FIXED EARNEST MONEY PKR →			120, 000/= MUST be placed in <u>Technical Bid.</u>		

Note.

- **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. _____

Mandatory Requirement

DESCRIPTION / SPECIFICATION OF ITEM	YES/NO
 <p style="text-align: right;">Item Code FSD-3155 05-Dec-2023</p> <p style="text-align: center;">Specification of Tea Saucer China for Executive Economy Class</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Physical Size:</p> <ul style="list-style-type: none"> • Weight : 123 Grams (±5%) • Dimensions : 14.0 cm (±5%) • Color : White / Art work on border in blue and Golden colors (As per currently in use) </div> <ol style="list-style-type: none"> 1. Labeling / Printing: <ul style="list-style-type: none"> • Must be print PIA Logo on each Tea Saucer. 2. Packing: <ul style="list-style-type: none"> • Supply required of 50 to 60 Tea Saucer with proper packing in strong trade worthy carton. • Each packet shall be clearly marked or labeled with a name of the product, address of the manufacturer, net weight. • Damage dusty and dirty cartons are not acceptable. 3. Transportation / Delivery:- <ul style="list-style-type: none"> • Supplies to be delivered in P&L Store Building PIA Head Office Karachi. 4. Sample: <ul style="list-style-type: none"> • As per approved specification. 5. Who can supply:- <ul style="list-style-type: none"> • Manufacturer Authorized Distributor of Manufactures, & Related Business Operators. 6. Other Terms & Conditions: <ul style="list-style-type: none"> • Items found below the required specs may be rejected / returned without any liability to PIA. • PIA security pass for vehicle and employees is the responsibility of vendor. • 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. <div style="margin-top: 20px;"> <p><i>Abdul Rahim</i> Field Service Officer Food Service Division Karachi Airport</p> <p><i>Abdullah Sheikh</i> Dy. General Manager Food Services Division Pakistan International Airlines</p> <p><i>Farhan Samiullah</i> General Manager Food Service Division PIA Flight Kitchen Karachi</p> <p><i>GHULAM MUSTAFA</i> Production & Material Manager Pakistan International Airlines</p> <p><i>TAUSIYEH HAYAT</i> Manager Food Services Division PIA Head Office Karachi.</p> <p>Controlled Document FSD - Evaluation committee is authorized to amend only. Page # 1/1</p> <p><i>Spec to be same as old</i></p> </div>	
<p>New PIA Logo</p>	
 <p>Great People to Fly With</p>	
<p>Manufacturer/Authorized Distributors and Related Business Operators are allowed to participate.</p>	
<p>Participant must be registered with Sales Tax Authorities.</p>	
<p>→ Please attach copy of GST Registration Certificate (indicating current "Active" status otherwise stand "Rejected" ab-initio).</p>	
<p>Quality samples Qty: 05 pcs must be submitted (non-returnable)</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 Technical Proposal</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. Income Tax shall be deducted at source.
7. Payment TERMS NET THIRTY (30) DAYS or as agreed, income tax will be deducted at source.
8. 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.
9. Quantity 15% may increase or decrease.
10. Bid will be awarded on technically qualified individual lowest rates basis.
11. 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.
12. Items are subject to evaluation by providing advance sample to determine the required quality by the user department/Joint Evaluation Committee.
13. Item found below PIA standard shell be rejected & not entertained.
14. 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).
15. Supplier should fulfill all documentary requirements as per PIA procedure.
16. Must comply with Food Laws of Pakistan / product country.
17. 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
18. Supplier staff delivering goods must be in clean uniform, non-conformity will incur 02% deduction from the billing amount.
19. All Bidders should fulfill every column and attach the relevant documents along with the proposals.
20. 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.
21. PIA has right to visit the bidder's manufacturing site.
22. Technically successful bidders will be informed their results & Financial Opening date.
23. 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.
24. Tenders all conditions are applicable to all Bidders.
25. If you have any query you can contact without any hesitation to concerned Procurement Officer email 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 _____

