

Pakistan International Airlines
Supply Chain Management Department
Purchases Flight Kitchen Section, (PIACL) Karachi Airport-75200, Pakistan.
Tel: +92-21-99045131 / 5674, Fax: 34570120
E-mail: khijhpk@piac.aero, khijzpk@piac.aero zameer.hussain@piac.aero
Website: www4.piac.com.pk

Tender Ref#: FSD-CNT-018-19
30 July 2019

Tender Cost. Rs. 500.00 (for local bidders)
Printable at paper size: A4 page.

INVITATION TO TENDERS AND INSTRUCTIONS TO BIDDERS

M/s. _____

Subject: Three Months Requirement for the supply of “Cheese Mozzarella Shredded” for the year 2019 at Karachi Station.

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

You are required to send your sealed tenders on “Single Stage Two Envelope Basis” addressed to **General Manager (Procurement)**, Supply Chain Management, (Old P&L) Store Building Karachi Airport-75200 by **05-08-2019 Monday**. The tenders may be dropped in the tender box marked as “Tender Box Commercial Purchases” placed at the entrance of the Supply Chain Management, (Old P&L) Store Building, PIACL latest by 10:30 hours on the specified date.

Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays. The decision of **General Manager (Procurement)** in this respect shall be final and binding. Tenders will be opened at 11:00 hours the same day in the presence of bidders. (Optional)

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.

EARNEST MONEY (for local bidders only)

The Tender should be accompanied by a 02% (two percent) of the total tender value in the form of a Pay Order [from any scheduled bank] 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) with Financial 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 5% 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 and to remain valid 3-months after the expiry period of the Contract. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above. (for foreign bidders PIA can call for 05% Security Money from new participants 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 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.

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.

Financial Proposal having following documents.

- a) The Schedule-A duly filled in, signed, stamped and sealed.
- b) Pay Order for Earnest Money 2% (Refundable)
- c) Bids will not entertained / rejected if 2% EM Pay Order not enclosed with Financial Proposal.

Technical Proposal having following documents.

- a) Quality samples (Minimum 01 Pkt) (NOT RETURNABLE),
- b) Company profile, Copy of GST & NTN certificate.
- c) **All items must be sticker with item name & serial number of item, with supplier name. (Removable).**
- d) **Technical Proposal should be submitted in 02-two sets of all technical documents & inserted in Technical Proposal Envelope. Mandatory**
- e) **Ingredients must be declared & must be National / International Certification regarding Food Law.**

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) The Tenderers must indicate whether its firm / company / organization etc is registered with PIA or not. If registered, then specify PIA Registration number.

PRICES

The Prices quoted must be net as per accounting unit as shown in the Schedule to tender inclusive of all taxes.

- a) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order / Contract.
- b) 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 60 days.
- d) Quotation must be written on PIA prescribed form otherwise Bids will not be entertained.

ACCEPTANCE OF TENDER

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 with assigning reason.

Yours truly,
For: Pakistan International Airlines

DGM Purchase Commercial SCM

- Encl. 1, Tender Schedule "A"
 2, Terms & Conditions
 3, Mandatory Requirement
 4, Undertaking (If attached with tender)

Notes: 1-Prescribed Tenders form for the subject item may be directly downloaded from websites.

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

Sign & Seal of Bidder

Subject: Three Months Requirement for the supply of "Cheese Mozzarella Shredded" for the year 2019 at Karachi Station.

S#	Particulars of Item	Unit	Station	Quantity Required	Unit Rate	Extended Value	Remarks
01	Cheese Mozzarella Shredded Reputable Brand	Kg	KHI	500			
Total Value in figures/words →							
TOTAL CONTRACT VALUE Rs. →							
2% EARNEST MONEY (along with Taxes amount) Rs. →							

After obtaining P.O / LoI vendor must submit 03% security deposit within 15 working days.

Note:-

GST WILL BE PAID ON ITEMS WHERE APPLICABLE WITH THE DISTRIBUTION OF QUANTITIES 70% INT'L FLIGHT ZERO RATED AND 30% DOMESTIC FLIGHT WITH 17% GST.

SPECIFICATIONS OF CHEESE MOZZARELLA SHREDDED

SPECIFICATIONS	<p><u>Chemical:</u></p> <ul style="list-style-type: none"> Ingredients must be declared. Percentage / composition of ingredients to be declared from reputable lab. Mozzarella Cheese shall be derived from clean, fresh, pasteurized and standardized cow milk. It shall no animal rennet.
	<p><u>Physical:</u></p> <ul style="list-style-type: none"> Shall be packed in 01 kg to 02 kg packets in Thermo /Blister packs, poly pack with an outer corrugated carton. Damaged, dirty and dusty packets are not acceptable.
	<p><u>Biological:</u></p> <ul style="list-style-type: none"> Sample will be subject to clearance of in house microbiological analysis.
	<p><u>Sensory:</u></p> <ul style="list-style-type: none"> Shall be clean, pleasant and free from objectionable taint or off flavor.
	<p><u>Body and Texture:</u></p> <ul style="list-style-type: none"> Shall be firm, smooth shredded with smooth surface. The shredded Mozzarella cheese shall be loose and free from clumps except those that readily breakup with slight pressure.
	<p><u>Colour:</u></p> <ul style="list-style-type: none"> Natural of cow milk, shall be uniform with bright sheen.

Labeling:

- Date of expiry must be printed on each Packet.
- Expiry date on removable stickers are not acceptable.
- Expiry less than 06 months at the time of delivery is not acceptable.
- Registered Brand.
- Ingredients must be declared.
- Brand name must be labeled on each Packet.

Transportation / Delivery:

- Supplies to be delivered in flight kitchen in hygienically clean refrigerated van.
- Chilled trucks must maintain temperature of minimum +5° c or below.
- Delivery will be made in Flight Kitchen Karachi on as and when required basis.

Food Law / Regulatory Compliance / Certification:

- Compliance Certificate with PSQCA standards or similar agency is preferred. Should be ISO 22000 or HACCP certified.

Laboratory Reports:

1. Samples will be evaluated by Evaluation Committee of Food Services subject to clearance of in house microbiological and sensory analysis, if required.
2. Food Services Division may get a samples tested chemically & microbiological from reputable lab during the contract period and bill will be charged to the supplier.
3. Samples will be tested in different dishes to test and evaluate the taste Aroma, consumption per unit and overall results.

Packing:

- Wrapped in 01 kg - 02 kg packet.
- Each container shall be clearly marked or labeled with name of the product, address of the manufacturer, Net weight / volume & date of expiry.

Who can supply:

- Manufacturer / Authorized dealer / Distributor of manufactures only.

Sample:

- Minimum 01 Packet.

Other Terms & Conditions:

- PIA reserves the right to inspect / visit the facilities of vendor at any time during currency of contract for inspecting HSE / Quality Standards. In case of not satisfactory visit report, it is the responsibility of the vendor to correct the points highlighted in the visit report. If not corrected within the given time, then contract may be terminated.
- 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.

SOP FOR SUBMISSION OF SAMPLES IN FOOD LAB FOR MICROBIOLOGICAL VERIFICATION

1. Samples should be received in first three working days i.e. Monday, Tuesday and Wednesday preferably.
 2. Samples should be properly packed and sealed with company label.
 3. Minimum 03 to 05 samples.
 4. In case of bulk quantity for cooking purpose like cheese, butter salted, unsalted, cooking yogurt, Chocolate Dark & white, etc. at least 05 kg block is required for microbiological analysis and final product analysis as per chef's requirement.
 5. Minimum time required for submission of microbiological report is 48--72hrs (03 days) after submission of food samples in lab.
 6. Temperature at the time of delivery should be as per product requirement. Chilled product should be received at +5*c and frozen items should be received at -18*c (tolerance -10*c).
 7. Prior to submission of sample the supplier must provide lab report of the product from any authentic laboratory. This includes both microbiological and chemical analysis report of the product.
- Please ensure compliance for reliable results.

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.

Bidder Signature _____ Designation _____

Address _____

Tel No. _____ Fax No. _____ Email _____

Cellphone _____ GST No. _____ NTN NO. _____

SEAL _____

Technical Data Sheet (must be filled by bidder) Must attach with Technical Proposal

Physical / Measurement / details of Samples	
Offer by supplier	
<u>Fields</u>	<u>Remarks in detail</u> must be filled by bidder
Brand	
Packing	
Mfg & Expiry of sample	
Brand Origin of Country	
1 st delivery with quantity	
Certificate attached herewith Technical Proposal → PSQCA standards Or Similar agency is preferred. ISO 22000 or HACCP certified.	
Certificate attached herewith Technical Proposal → Ingredients declaration or Lab report from reputable Laboratory	
Manufacturer / Authorized dealer / Distributor of manufactures only please provide evidence / document	

Important Note. PIA can verify the material from any independent source / Laboratory at any stage for which charges will be deducted from the bills / security / EM deposit of supplier / vendor.

Mandatory Requirement
Must be attached with Technical Proposal

<u>Three Months Requirement for the supply of “Cheese Mozzarella Shredded” for the year 2019 at Karachi Station.</u>	Yes/No
Cheese Mozzarella Shredded Reputable Brand	
Participant must be registered with Sales Tax Authorities GST No. must be mentioned.	
Delivery must be made at PIA Flight Kitchen KHI Station.	
2% Earnest Money (pay order only) must be submitted along with the quotation.	
Manufacturer / Authorized dealer / Distributor of manufactures only	

Sign & seal of bidder

Tender Terms & Conditions (Mandatory Requirements)

(must attach with Technical Proposal)

- **Manufacturer / Authorized dealer /Distributor of manufactures are allowed to participate with all related documents at the time of Technical opening.**
- **If any stage documents provided by participants found tempered / bogus Earnest Money deposited will be forfeited.**
- All participants must quote one rate also give best delivery period, rates must be inclusive of all Govt. Taxes but GST shall be mentioned separately. (If applicable)
- Please note that quoted rates must be firm and final in all respect.
- Payment terms **Net Thirty Days/As Agreed.**
- Quotation must be valid for 60 days from the date of Technical Proposal opening.
- Bid will be awarded on lowest rate basis.
- Item are subject to evaluation by providing advance sample to determine the required quality by the user department.
- Item found below PIA standard shall be rejected / returned.
- Supplier should fulfill all documentary requirements as per PIA procedure.
- GST will be paid on items where applicable with the distribution of quantities 70% International & 30% Domestic Flight with 17% GST.
- Supply to be delivered directly to Flight Kitchen/SCM respective stations.
- Must comply with food laws of Pakistan.
- All Bidders Should fulfill every column and attach the relevant documents along with the proposals.
- The bidder not fulfilling and/all of the above shall be declared non-responsive / disqualified. In addition, all terms and conditions should be complied by the Bidder.
- Participants allow quoting one price one brand only, for all items, also quoting required mode of packing.
- Each page of Tender document should be sign & stamp
- PIA Tender document complete must attached with Technical proposal except schedule "A"
- PIA security pass for vehicle and employees is the responsibility of vendor.
- Supplier staff delivering good must wear clean proper uniform (including shoes) and company logo / identity otherwise fine of 02% per supplies will be imposed.
- All pages should be signed & seal of bidder.
- **For claim of GST (on item) bidder must provide FBR document.**
- **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 & 2% EM for local bidders). (On non-compliance tender will be reject on the spot)**
- Delivery as and When Required Basis.
- Packing Uniform packing in strong trade-worthy card board box suitable for 4/5 time loading/off-loading / transportation.
- **If goods deliver late than delivery schedule mentioned in Purchase Order. An amount equivalent 2% / multiple by time bar will be deducted from invoice / bill of bidder (as per rules/ tender clauses).**
- PIA Logo on product must be printed on each packet (if required)
 - **Each box marked with followings:**
 - **PIA Part No.** _____
 - **Item Description**
 - **PO No & date**
 - **Quantity**
 - **Supplied by M/s.**

Sign & Seal of Bidder

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

Telephone No. _____ Cell No. _____

Fax No. _____ Email _____

Sign & Seal of Bidder

***Computerized National Identity Card**