

## Pakistan International Airlines

Purchases Flight Kitchen Section,

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

Tender Ref#: 23010306

Dated: 13-02-2023

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

**Fixed Earnest Money: PKR 15, 000/=**

**→ Both MUST 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 SCOTCH BRITE PAD-6"x9"**

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 **08-03-2023**. 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- 15, 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 30, 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 PKR15,000/-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 (02 Piece) (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 Distributor, (with Authorization Certification from Manufacturer)**
6. **Sample must be without vendor name, stamp or brand. Only temporary sticker on tender sample is allowed for identification.**
7. **All Certificate in Technical Proposal shall be submitted Qty. TWO SETS [One Set for Technical Evaluation Committee & One Set for File Record]**

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: 23010306**

Particulars of Item	Unit	Quantity Required	Unit Rate PKR WITHOUT GST	GST 17% If Applicable	Total Value PKR (Including GST)
<b>SCOTCH BRITE PAD</b> for cleaning purposes Size: 6"x 9" Brand : 3M Pakistan <b>OR Equivalent quality</b> Packing : Box of 20 Pieces	<b>Box</b>	<b>100</b>			
Total Value in figures/words →					
TOTAL CONTRACT VALUE PKR →					
FIXED EARNEST MONEY PKR →			15, 000/=		

**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 **WRITTEN RATES**, to avoid **REJECTION**

- After receiving of P.O. bidder must submit additional amount (30,000/= of bid value) as Security Deposit within five (05) working days.
- 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).

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