

Pakistan International Airlines

P&L Section, PIA Complex, AllAP Lahore
Tel: +92-42-990344310, 042-990345044
E-mail: lhepppk@piac.aero

Tender Ref No: LHE/P&L/ Stationery/17
Dated: January 4, 2017

Tender Cost: PK Rs. 1,000/-

Invitation to Tender - (Please read all Instructions carefully).

M/S _____

Sub: Office Stationery (80 items), for PIA Lahore against Annual Agreement on "As and when required basis".

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/drop your sealed tenders **In Single Stage Single Envelope Basis** addressed to Manager Procurement & Logistics PIA, P&L Section, PIA Complex, Allama Iqbal International Airport Lahore latest by dated **January 20, 2017/ Friday**. The tender may be dropped in the tender box placed at the entrance of the PIA Procurement & Logistics Building latest by 10:30 hours on the specified date. You may also send your tenders through registered mail addressed to Manager P&L Lahore, 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 tenderers whoever wish to witness the tender proceeding.
2. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays. The decision of **Tender Opening Committee** in this respect shall be final and binding.

EARNEST MONEY & TENDER FEE

The Tender should be accompanied by a Pay Order for RS. 1,000 (Rupees One Thousand Only) as tender fees and 2% as interest free Earnest Money (Refundable) in shape of Pay Order in lieu thereof in the name of **M/s PAKISTAN INTERNATIONAL AIRLINES**. 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

The successful tenderer/s upon award of Contract / Purchase Order will be required to furnish a cash deposit in the amount equivalent to 05% of total tender value as interest free Security deposit in shape of Pay Order of an equivalent amount. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above.

PREPARATION OF TENDER

The Tenders should be enclosed in double cover. The inner cover should be sealed with scotch / masking / gum having enclosed the following documents:-

- a) **The Schedule duly filled in, signed and sealed with scotch tape/gummed.**
- b) Pay Order for Earnest Money & tender fees. (vendors stamp, Tender Reference & Tender Fee or Earnest Money @ 2% of the total value refundable must be mentioned at back side of the Pay Order)
- c) Copy of GST/NTN certificate to be attached.

The outer cover of envelope should bear address of the Manager Procurement & Logistics, PIA Complex, AllAP Lahore Pakistan and reference number of the tender with opening date of tender.

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 Manager, Partner, etc., or their attorney in case of firms registered under Partnership Act.

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 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 90 days.

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 tender opening by assigning proper reason.

Yours truly,
For Pakistan International Airlines

(IMRAN KHAN)
In-Charge P&L LHE

Encl:

1. Tender Schedule-A
2. Tender Terms & Conditions
3. Undertaking on Stamp paper
4. Integrity Pact on Company's Letterhead

Note: Prescribed Tenders form for the subject item may be directly download from PIAC / PPRA websites.

TENDER SCHEDULE "A "

S. No	Item Description	Specifications	Unit	Qty	Unit Rate in PKR	Brand/Make	Total (Qty x Unit Rate)
1	Ball Pen (cap free)	Piano 0.8mm / Equivalent in all colors	pkt	500			
2	Ball Pen (cap free)	Solo fine / Equivalent in all colors	pkt	30			
3	Binder File	Board Box Hard with std ribbon	NO	50			
4	Box File	Corona Local	NO	70			
5	Box File	Uni Japan Imported	NO	200			
6	Calculator	Casio 12 Digit / Equivalent	NO	50			
7	Carbon Paper	Ruby / Equivalent	PKT	250			
8	Fax Roll	Panasonic/equivalent Original	Roll	25			
9	Ribbon MX 80	Epson/equivalent Original	EA	150			

10	Clip Board	Plastic with side scale/ Equivalent	No	50			
11	Duplicating paper	Local 500 sheets	ream	200			
12	Computer paper	80 column small imported 1000 sheet	BOX	30			
13	Computer paper	132 column large imported 1000 sheet	BOX	45			
14	Computer paper	LQ 2180 imported 1000 sheet	BOX	10			
15	Paper clip	local	Pkt	40			
16	Correction Fluid	Pelikan / Equivalent	SET	120			
17	Correction Pen	Pelikan/Equivalent Fresh Stock	NO	150			
18	Cutter Paper	Metal Imported SDI/Equivalent 12"	NO	50			
19	Duplicating Book	Memo Book	NO	20			
20	Scanner HP-200	HP or equivalent	NO	10			
21	Eraser	AL-30 / Equivalent fresh stock	NO	250			
22	File Cover	A4 & FS Hard Plastic NOVO/Equivalent	NO	100			

23	File Cover	Paper file cover	NO	1000			
24	File Separator	Plastic Comix/equivalent	PKT	50			
25	Common pin		Pkt	20			
26	Flag File	Film-Index Mix Colored Pkt China/equivl:	PKT	50			
27	Tonner for Copier	Epson or Equivalent	EA	20			
28	GEL PEN	0.7 mm	Pkt	20			
29	Laces tags large	Local	PKT	50			
30	Gum Stick 21 gram	UHU/Equivalent	NO	300			
31	Highlighter	Pelican / Equivalent MIX COLOR	NO	500			
32	Writing pad small	Local	NO	20			
33	Writing pad large	Local	NO	20			
34	Ink for stamp pad	Stamp Pad Racer/Equivalent	BTL	50			
35	Key Board	DELL /equivalent	NO	30			

36	Marker	TEMPO/ Dollar Sketch line/Equivalent Mix	PKT	20			
37	Marker Board erasable	Dollar/Equivalent Mix Colors	NO	300			
38	Marker Permanent	Dollar/Equivalent Mix Colors	NO	50			
39	Mouse	USB Port A4-tech/Equivalent Brand	NO	30			
40	Note Book ring binding	Alba/ Equiv: Plastic/Hard Cover	NO	30			
41	Bubble sheet Roll	Local	Roll	8			
42	Uni ball signo i-pen	Or equivalent	No	50			
43	Printer HP laser jet	HP or equivalent	No	10			
44	Pencil	with eraser tip dollar/Fiber castle/eqv:	PKT	80			
45	Pencil Cell	AA Size Toshiba Green Japan/Equiv:	EA	70			
46	Pencil Cell	AAA Size Toshiba Green Japan/Equiv:	EA	70			
47	Cartridge	HP 1510 or Equivalent	No	5			
48	Stapler heavy duty	Local	No	5			

49	Printer laser jet	HP 1102 or Equivalent	No	10			
50	Pins Stapler	Dollar/equivalent fresh stock	PKT	200			
51	Pins Thumb	Colored Fancy	PKT	20			
52	Pointer Pen	Dollar Roller Pen/ Equivalent	NO	50			
53	Punch Machine	Rust Proof Medium Metal Opal/Equivalent	NO	50			
54	Register	140 PAGES Imported Paper HB/Equivalent	NO	50			
55	Register	200 Pages Imported Paper HB/Equivalent	NO	50			
56	register	300 pages Imported Paper HB/Equivalent	NO	30			
57	Register	400 Pages Imported Paper HB/Equivalent	NO	30			
58	Register	Attendance HB/Equivalent	NO	30			
59	Remover	Stapler Pins Standard Quality Pack	NO	50			
60	Rubber Band	Superior Quality Bata/Equivalent	KG	50			
61	Ruler Scale	12" SS China/Equivalent	NO	30			

62	Sharpener	Normal size Germany/equivalent	NO	150			
63	Sharpener Table	Imported Quality /Equivalent	NO	5			
64	Sign Pen	Grip Unibal / Pilot /equivalent	NO	50			
65	Stapler Machine	24/6 Max / OPAL /Genmes/ Equivalent	NO	100			
66	Sticking Notes	Self-Adhesive Sizes 3x3 (Yellow File Chit)	PKT	50			
67	Tonner	L/J HP-13A	EA	20			
68	Tonner	L/J HP-53-A	EA	20			
69	Tonner	L/J HP 12 A	EA	20			
70	Tonner	HP- 15 A - (C7115A)	EA	20			
71	Tonner	HP 53 A	EA	20			
72	Ribbon	LQ300 EPSON	EA	150			
73	Ribbon	LQ-300 plus	EA	200			
74	Table Planner	Matt Imp. Paper Std. quality	NO	20			

75	Table Set	Transparent PVC Standard Box/Pcs	SET	10			
76	Tape Masking	1 " minimum 60-yards	ROLL	50			
77	Tape Masking	1.5" minimum 60-yards	ROLL	50			
78	Tape Masking	2" minimum 60-yards	ROLL	200			
79	Scotch tape	2" minimum 60-yards	ROLL	30			
80	Log book Register No.40	Local – 400 pages	No	70			
Total in PKR							
Plus 17% GST in PKR							
Grand Total in PKR							

Tender Terms & Conditions

1. **Bidder must quote the rates only on PIA Tender Schedule "A"**
2. **Participant must quote all items otherwise tender will not be entertained.**
3. **All supplies are required on "As & when required basis" against annual tender, extendable for another two terms on same rates, terms & conditions.**
4. **The quantity of each item mentioned in Tender schedule "A" is only for calculation purpose; however, the same may be increased or decreased as per actual requirements for the period of the contract.**
5. **Payment terms are net 30 days, Income Tax will be deducted from the Invoices/Bills at source as per Government Regulations.**
6. PIA will be the sole judge to determine the quality and the workmanship according to PPRA Rules of above mentioned items and also establish the capability of firms to execute the order/contract. PIA's decision in this regard shall be final in line with PPRA Rules.
7. Successful bidder will be responsible to maintain perfect quality/quantity in all supplies, in case of poor quality/short supply or not meeting PIA specification, supplier will penalized by making Purchase at the risk and cost of the defaulted quantity/quality. PIA may impose embargo on the defaulted supplier and restrain to do business for at least six month (or) Black List.
8. Participated must be registered as Importer, Whole seller, stockiest, Distributor or General Order Supplier.
9. Participants must be registered with NTN/Sales Tax Authorities, G.S.T. No. must be quoted.
10. **Quality Samples must be submitted for Stationery items only with mentioned their serial no sticker/Tag/Pack, (Not Refundable).**
11. Delivery must be made at PIA Procurement & Logistic Section, PIA Complex, AllAP Lahore.
12. **Earnest Money 2% of total value (Pay Order in favor of PIA or PIA cash receipt only) must be submitted along with the Proposal/Tender.**
13. All participants are required to quote rates inclusive of all Govt Taxes & GST separately.
14. All participants must quote one rate and best delivery period.
15. Please note that quoted rates must be firm and final in all respect.
16. Guarantee & Warrantee must be provided.
17. Quotation must be valid for 90 days from the tender opening date.
18. As per PPRA Rules Quantity 15% may increase or decrease.
19. Item found below PIA standard shell be rejected / returned.
20. Contract can be extendable as per PIA/PPRA Rules.
21. **Should you require any further query, please contact at Email: lhepppk@piac.aero, and Ph: +92-42-99240742, 99034-5044**

I/We hereby confirm having read and understood the terms and conditions of the tender and agree to abide rules/regulating pertaining to supplies from time to time.

Tenderer Name & Signature _____

Designation _____ Address _____

Tel No. _____ Fax No _____

Cell No. & Name (Representative) _____

Email Address _____

GST No. _____ NTN No. _____

Seal _____

(RUPEES ONE HUNDRED NON-JUDICIAL STAMP PAPER)

**Manager P&L,
Procurement & Logistics Department
Pakistan International Airlines
PIA Lahore.**

Subject: **UNDERTAKING TO EXECUTE CONTRACT**

Dear Sir,

1. I / We, the undersigned tenderer do here by confirm, agree and undertake to do following in the event My/Our tender for the supply of _____ to PIA, is approved and accepted: -
2. That I/ We 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 I/We 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 my/our failure to execute the formal contract within the period of Seven days specified by PIA the Earnest Money held by PIA shall stand forfeited and I/ we shall not question the same.

Tenderer's Signature _____ Name in Full _____

Designation _____ Address: _____

Phone No. _____ Fax No. _____

Email: _____ Cell No. _____

C.N.I.C. # _____

Seal _____

INTEGRITY PACT / DISCLOSURE CLAUSE
(To be submitted on Company's Letterhead)

Declaration of Fees, Commissions and Brokerage Etc. Payable By The Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers Of Goods, Services & Works

_____ the Seller / Supplier / Contractor 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 Seller / Supplier / Contractor 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 Seller / Supplier / Contractor 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 Seller / Supplier / Contractor 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 Seller / Supplier / Contractor 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.