

**Pakistan International Airlines**

Purchases Flight Kitchen Section,

1<sup>st</sup> Floor, Procurement & Logistics Department Building, (PIAC), Head Office Karachi Airport-75200.

Tel: +92-21-99045131 / 5379, Fax: +92-21-34570120

E-mail: [zameer.hussain@piac.aero](mailto:zameer.hussain@piac.aero) / [khijhpk@piac.aero](mailto:khijhpk@piac.aero)

Website: [www.piac.com.pk](http://www.piac.com.pk)

Tender Ref#: Z2NN600325

Dated: 5<sup>th</sup> January, 2017

Tender Cost: PK **Rs.1,500.00**

Printable at paper size: A4 page.

**INVITATION OF TENDERS AND INSTRUCTIONS TO BIDDERS (MUST READ CAREFULLY).**

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

Sub: Requirement of Travel Kit (unisex) Qty: 48,000 Kits

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, Procurement & Logistics Department (Store) Building, PIAC Head Office, JIAP Karachi-75200 by **Wednesday 15<sup>th</sup> February, 2017.** The tenders may be dropped in the tender box marked as “Tender Box Commercial Purchases” placed at the entrance of the PIA Procurement & Logistics (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
  - b) Note: All foreign bidders must mentioned Tender Ref No, date of opening & item description on their courier envelope.
3. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for any postal delays. The decision of **Director Procurement & Logistics** in this respect shall be final and binding.

**Inco Terms**

**DDP (Deliver Duty Paid)**

Only DDP Inco terms are acceptable.

**Delivery required at →**

Foreign / Local Receipt Section, P&L Building, Procurement & Logistics Department Building, PIACL Head Office Karachi-75200 Airport Pakistan.

Sign & Seal of Bidder

### EARNEST MONEY

The Tender should be accompanied by a 2% (two) of the total tendered value 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 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

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.

### 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. 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/PIA websites.

### 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.
2. 2% Pay Order in favor of M/s. PIAC [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 & 2% Earnest Money)

### Technical Proposal having following documents “Mandatory Requirement”.

1. Tender Fees Pay Order of Rs.1,500.00 (Non-Refundable).
  - (On back side of Pay Order Vendor must write company name/stamp, Tender Ref. No, date & Pay Order for Tender Fee)
2. Quality samples (02 Kits) (Non-Returnable).
3. Company profile, Copy of GST & NTN certificate
4. Tender Schedule “B” & “C” must be attached with Technical Proposal/ all pages.
5. MSDS Report of samples (Eau-de-Cologne/ Facial Mist, Body emulsion Macadamia) must attach with Technical Proposal. (Mandatory)
6. Manufacturer / Importer (Documentary Proof /Evidence) & Authorized Distributor, (with Authorization Certification from Manufacturer).
7. Samples must be without stamp & without vendor name only temporary sticker for identification is allowed.

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 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. ( ) Yes or ( ) No

### 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 Foreign / 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**. 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.

### 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 / cancel as per PPRA Rules.

Yours truly,  
*for Pakistan International Airlines*

**Muhammad Saleem Akhtar**  
**DGM Purchases Commercial**

Encl:

1. Tender Schedule "A", "B" & "C" complete form.
2. Undertaking (If attached with tender)

Notes: 1- Prescribed Tenders form for the subject item may be directly downloaded from [www.piac.com.pk](http://www.piac.com.pk) or [www.ppra.org.pk](http://www.ppra.org.pk) websites.

[http://www.piac.com.pk/PIA\\_Business/pia-Business\\_Tenders.aspx](http://www.piac.com.pk/PIA_Business/pia-Business_Tenders.aspx)

Sign & Seal of Bidder

Tender Schedule "A"  
 Ref No: **Z2NN600325**

Particulars of Item	Unit	Quantity Required	Unit Rate PKR	GST [if Applicable]	Total Value Rs.
<b>Travel Kit (unisex)</b> Specification given below at page # 05	Kits	<b>48,000</b> Zero Rated		-	
Total Value in figures/words →					
TOTAL CONTRACT VALUE Rs. / Currency →					
2% EARNEST MONEY Rs. / Currency →					

Note:

- **Production / delivery capability must not less than 8,000 kits per month, in non-compliance the late delivery charges will be deduct from the bills of supplier at 5% per month.**
- After receiving of P.O. bidder must submit additional amount (3 % of bid value) as Security Deposit within five (05) working days. (for local bidders)
- Delivery required in Four (04) equal installments with the gap of 60 days
- First delivery required within 15 days after P.O received.
- Must quote one rate for one product.

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.

**Must fill all mentioned fields.**

BIDDER'S SIGNATURE \_\_\_\_\_ BIDDER'S NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

Cell No. \_\_\_\_\_

Valid Email \_\_\_\_\_

GST No. \_\_\_\_\_ NTN NO. \_\_\_\_\_

SEAL \_\_\_\_\_

Travel Kit (unisex) Specifications → PIA Part No; FSD-7070

- | Item Description  | → Travel Kit (unisex)                                |
|---|--|
| 01. Green bag with zip and handle, with PIA Rubber Logo (color PIA Dark Green)  |  |
| 02. Cotton Socks  | → PIA Dark Green Color                               |
| 03. Cotton Eye Shade  | → PIA Dark Green Color                               |
| 04. Hair Brush with Mirror  | → PIA Dark Green Color                               |
| 05. Tooth Brush   | → White Color  |
| 06. Tooth Paste   | → 20-grams in PVC pouch (Colgate / Equivalent Brand) |
| 07. Eau-de-Cologne Macadamia 10-ml (or) Facial Mist Macadamia 30-ml   |  |
| 08. Body Emulsion Macadamia 20-ml   |  |
| 09. Mouth Wash Colgate / Equivalent Brand 60-ml   |  |
| 10. New PIA Logo embossed (plz see PIA Logo at bottom)  |  |
| <ul style="list-style-type: none"> <li>• Packing → Packed in strong trade-worthy card board box 4/5 time loading/off-loading / transportation to PIA Domestic/International Network.</li> <li>• Certification / Regulatory Compliance → MSDS Report of item 07 &amp; 08 must be submitted with technical proposal.</li> <li>• Who can supply → Manufacturer / Authorized Distributor of Manufacturer / Importer only participates in tender with proper documents to prove identity.</li> <li>• All rack life items must be with manufacturing &amp; expiry date (expiry date must be 01-year at the time of delivery)</li> </ul> |  |

Each box marked with followings:

PIA Part No:	FSD-7070
Item Description	.....
PO No & date	.....
Quantity	.....
Supplied by M/s.	.....

Tender Schedule "B"  
Tender No. Z2NN00325

MANDATORY REQUIREMENT	YES / NO
<u>Travel Kit (Unisex)</u> Specification given above	
Participant must be registered with Sales Tax Authorities GST. No. & copies must be quoted.	
Quality samples Qty: 02 Kits must be submitted (non-returnable)	
Delivery must be made at PIA Local / Foreign Receipt Section PIA P&L Building, PIACL Head Office Karachi Airport, as per delivery schedule given in PO.	
2% Earnest Money (Pay Order) submitted along with the Financial Proposal	

**Tender Terms & Conditions**

1. If any stage documents provided by participants found tempered / bogus 2% deposited E/Money will be fortified.
2. For the life rack item should be one (01) years expiry date from the delivery date.
3. All participants are required to quote rates inclusive all Govt: Taxes & GST separately. (for local bidders)
4. Please note that quoted rates must be firm and final in all respect.
5. Guarantee & warrantee must be provided. (if applicable)
6. Payment TERMS NET THIRTY DAYS or as agreed.
7. Income tax will be deducted at source. (for local bidders)
8. Quotation must be valid for 120 days from the date of technical proposal opening.
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 Director, Procurement & Logistic Department, 1<sup>st</sup> Floor P&L Department Building PIA Head Office Karachi Airport – 75200, in case of postal delay PIA will not be responsible.
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. 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. (for local bidders)
15. Supplier staff delivering goods must be in clean uniform, non conformity will incur 02% deduction from the billing amount.
16. If goods deliver late than delivery schedule mentioned in Purchase Order. An amount equivalent 2% or more of invoice / bill value will be deducted.
17. PIA has right to visit the bidder's manufacturing site.
18. Technically successful bidders will be informed their results & Financial Opening date.
19. Packing must be industrial standard of Card Board Box level & packages must be suitable for four to five times (loading off-loading) / transportation to PIA Network.
20. If you have any query you can contact without any hesitation to concerned Procurement Officer email [zameer.hussain@piac.aero](mailto:zameer.hussain@piac.aero) +92-21-99045131 / +92-333-3064590

Sign & Seal of Bidder

**Tender Schedule "C"**
**Must Attach with Technical Proposal**
**To be filled by bidder / vendor Must attached with technical proposal**

Item Description / Types Of Samples Complete Details	Color	Size	Material	Brand / Made	Any other information
Bag →					
Cotton Socks →					
Hair Brush →					
Tooth Brush →					
Tooth Paste →					
Eau-de-Cologne →					
Facial Mist →					
Body Emulsion →					
Mouth Wash →					
other					
other					
other					

Sample with PIA Logo / at the time of delivery must mention →  
 Or any other information about product →

**DETAILS OF DOCUMENTS attached with Technical & Financial Proposal  
 (must attach with technical proposal, mention each & every document)**


How to fill this: Kindly write complete details of documents submitted along with Financial Proposal.

Note : back side of pay order for tender fee & 2% earnest money must be marked/written with following details  
 1, Tender Ref No. & date  
 2, Party / vendor name or stamp for identification  
 3, for tender fee (in technical proposal)  
 4, for 2% earnest money (in financial proposal)

Any additional information →

-----

-----

-----

-----

-----

-----

-----

-----

Sign & Seal of Bidder

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

Director,  
(Procurement & Logistics)  
Procurement & Logistics Department  
Pakistan International 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: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_

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

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

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

Seal \_\_\_\_\_

Dated \_\_\_\_\_



**INTEGRITY PACT / DISCLOSURE CLAUSE**

Must be printed on company Letter Head

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

M/s. \_\_\_\_\_ the Manufacturer / Authorized Distributor / 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 voidable 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 form from Government of Pakistan.

**Sign & Seal of Bidder**

# PIA NEW LOGO

(One of following Logo is to be printing / embossing on each item if required as per conditions of Tender Documents)



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