

Pakistan International Airlines

Uniform Section,

Ground Floor, Supply Chain Management Department Building, (PIAC), Head Office Karachi Airport-75200.

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E-mail: uniform@piac.aero dgmpr@piac.aero

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

Tender Ref#: 20010068

Dated: 08-10-2021

Tender Cost: PK Rs.5, 000/-

Printable at paper size: A4 page.

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

M/s. _____

Sub: REQUIREMENT OF NAME PLATES FOR PIA STAFF/OFFICERS

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 **15-11-2021**. The tenders may be dropped in the tender box marked as "Tender Box Commercial Purchases" placed at the entrance of the PIA Supply Chain Building (Procurement & Logistics) 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 this respect shall be final and binding.

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% 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 & 2% Earnest Money)

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)
2. Quality samples **(01 Each)** (Non-Returnable).
3. Company profile, Copy of GST & NTN certificate
4. **Tender Schedule “B”** must be attached with Technical Proposal/ all pages.
5. Food Grade Certificates. / Test Report of sample from PCSIR/PSOCA/Any Reputable Lab.
(only for non food items) (if required)
6. Manufacturer / Importer / Authorized Distributor with Authorization Certification from Manufacturer (Documentary Proof /Evidence of import/ FBR active GST/NTN Certificate required).
7. Samples must be without stamp & without vendor name only temporary sticker for identification is allowed.

Sign & Seal of Bidder

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 SCM 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 90 days.
- e) Rates must be typed 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" 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 or 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

Particulars of Item	Unit	Quantity Required	Unit Rate PKR	GST [if Applicable]	Total Value Rs.
NAME PLATES FOR PIA STAFF/OFFICERS	Each	3300			
Total Value in figures/words →					
TOTAL CONTRACT VALUE Rs. →					
2% EARNEST MONEY Rs. →					

Note:

- After receiving of P.O. bidder must submit additional amount (3 % of bid value) as Security Deposit within five (05) working days.
- Delivery required in Three (03) equal installments with the gap of 30 days as required.
- First delivery required within 15 days after P.O received or as agreed (both mutual understanding basis).
- 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).

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. _____

Sign & Seal of Bidder

TENDER SCHEDULE "B"
Mandatory Requirement

DESCRIPTION / SPECIFICATION OF ITEM	YES/NO
<p>1. Item Name / Description :- REQUIREMENT OF Name Plates</p> <p>2. Specification</p> <p>NAME PLATE (P907-0444) for PIA Staff</p>	
<p>Manufacturer / Authorized Distributors of related trade are allowed to Participate, → Please attach copy of Authorization Certificate issued</p>	
<p>Participant must be registered with Sales Tax Authorities → Please attach copy of GST Registration Certificate.</p>	
<p>Quality samples 01 Each must be submitted (non-returnable)</p>	
<p>Delivery must be made at PIA Local Receipt Section SCM Building as per delivery schedule given in PO.</p>	
<p>2% earnest money (Pay Order) must be submitted along with the Financial Proposal</p>	

Sign & Seal of Bidder

Tender Terms & Conditions

1. If any stage documents provided by participants found tempered / bogus 2% deposited E/Money will be forfeited.
2. **For the life rack item should be two (01) years expiry date from the delivery date.**
3. All participants are required to quote one rate inclusive all Govt: Taxes & 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. Payment **TERMS NET THIRTY (30) DAYS** or as agreed, income tax will be deducted at source.
7. Quotation must be valid for 90 days from the date of technical proposal opening.
8. Quantity 15% may increase or decrease.
9. Bid will be awarded on technically qualified individual lowest rates basis.
10. All foreign vendors must send their sealed quotation via courier service directly to Chief, Supply Chain Management Department. PIA will not be responsible for any postal delay.
11. Items are subject to evaluation by providing advance sample to determine the required quality by the user department/Joint Evaluation Committee.
12. Item found below PIA standard shall be rejected & not entertained.
13. Supplier should fulfill all documentary requirements as per PIA procedure.
14. Must comply with Food Laws of Pakistan / product country.
15. All Bidders should fulfill every column and attach the relevant documents along with the proposals.
16. If goods deliver late than delivery schedule mentioned in Purchase Order. An amount equivalent 2% 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. **During the whole delivery period, PIA can verify the material from any independent Laboratory for which charges will be deducted from the bills / security deposit of the vendor.**
20. **Tenders all conditions are applicable to all Local & Foreign Bidders.**
21. **If you have any query you can contact without any hesitation to concerned Procurement Officer email uniform@piac.aero 92-21-99043157.**

Sign & Seal of Bidder

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

Chief,
Supply Chain Management 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: _____

Valid e.mail _____

Address: _____

Phone No _____

Fax No _____

N.I.C. # _____

Dated _____

Sign & Seal of Bidder

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 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.

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 _____

Valid e.mail _____

Telephone No. _____ Cell No. _____

Fax No: _____

Sign & Seal of Bidder