

**PIA**

**Pakistan International Airlines**  
Supply Chain Management Department  
Commercial Purchases Section  
Tel: 99045137, Fax: 34570120  
E-mail: [dgmpc@piac.aero](mailto:dgmpc@piac.aero)

TENDER REF : PIAC/Printers/2023-10

Dated : 15-01-2023

Tender Fee: PKR 3,000

Earnest Money : Rs 10,000

**INVITATION TO TENDERS AND INSTRUCTIONS TO TENDERERS**

M/S \_\_\_\_\_  
\_\_\_\_\_

**Sub: Tender document for the Procurement of High Configuration Printers**

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:-

**A) SUBMISSION OF TENDER**

1. You are required to send your sealed tenders **In Single Stage Single Envelope Basis** addressed to General Manager Procurement, PIA Supply Chain Management Building JIAP Karachi by **06-02-2023**. The tenders may be dropped in the tender box marked as “**Tender Box Commercial Purchases**” 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 A/D mail addressed to General Manager Procurement, 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.
2. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays. The decision of General Manager Commercial Purchase and Contract in this respect shall be final and binding.

**EARNEST MONEY**

The Tender should be accompanied by a **Rs 10,000** of the tendered value having been deposited in terms of a Pay Order payable at Karachi in lieu thereof in the name of **M/S PAKISTAN INTERNATIONAL AIRLINES** as interest free Earnest Money (Refundable) in Financial Proposal / 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. . All tenders without Earnest Money shall not be considered.

**SECURITY DEPOSIT**

The successful tenderers upon award of Contract / Purchase Order will be required to furnish in the amount equivalent to **40,000** 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.

- a) 1% of the total amount will be kept by PIA Finance till the completion of Warranty.

**PREPARATION OF TENDER**

Tender will be opened on “**Single Stage Single 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 by PIA Management. Evaluation report uploaded on PPRA/PIA website. After 10 days the Financial Proposal of only those bidders will be opened whose sample are found acceptable.

**Financial & Technical Proposal having following documents.**

- a) The Schedule duly filled in, signed and sealed.
  - b) Pay Order for Earnest Money 10,000 (Refundable).
  - a) Tender Fees Pay Order of RS. 3,000 (NOT REFUNDABLE)
  - b) Company profile, Copy of GST & NTN certificate and technical literature.
- If not provided , bid will be rejected On Spot.

**The outer cover of envelopes should bear address of the General Manager Procurement & Logistics, PIA Procurement & Logistics Building, JIAP Karachi - Pakistan, Tender reference number, opening date and company name.**

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 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.

**PRICE**

- b) 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.
- c) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order / Contract.
- d) 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.
- e) Offers must be valid for 120 days.
- f) Quotation must be written on PIA prescribed form otherwise Bids will not be entertained.
- g) 1% of the total amount will be kept by PIA Finance till the completion of Warranty.

**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 (Purchases Commercial)**

Encl:

- 1. Tender Schedule-A
- 2. Terms & Conditions

Notes: 1- Prescribed Tenders form for the subject item may be directly downloaded from PIAC / PPRA website.

### Mandatory Requirements

<b>Mandatory Requirement</b>		
<b>S.No</b>	<b>Description</b>	<b>Documents</b>
<b>1</b>	Must fully comply all the technical specifications	Yes/No (Provide Check sheet)
<b>2</b>	Vendor must be OEM or OEM's /Certified Distributer or OEM's Certified Partner	Certificate Required.
<b>3</b>	NTN and Or SECP registration Certificate	Relevant Certificate
<b>4</b>	The vendor must have at least 3 years' experience in computer/laptop business.	Documentary proof
<b>5</b>	The vendor must have physical presence in Karachi, Islamabad and Lahore or atleast in two major cities	Office addresses
<b>6</b>	Must have at least 3 customers to whom Purchase has been supplied in last 3 years.	Customer Reference
<b>7</b>	Brand must be well known to at least 15 countries and parts are available in Pakistan major cities in Karachi, Islamabad and Lahore. (Service Centre of Offered Brand)	Office addresses
<b>8</b>	The vendor must provide three (03) years standard warranty with parts and labor on site	Documentary proof

S.No	Description	Qty	Per Unit Cost (PKR)
1	<p><b><u>Laserjet MPF Printers</u></b></p> <ul style="list-style-type: none"> <li>&gt; User friendly operation via large LCD touch screen</li> <li>&gt; Copying process: Twin laser beam scanning &amp; electro photographic printing</li> <li>&gt; Resolution: 600 dpi, Multiple copy: Up to 999, Warm up time: 15/20 seconds</li> <li>&gt; Memory: Standard: 128 MB , Maximum: 384 MB + 40 GB Hard Disk Drive</li> <li>&gt; Paper input capacity: Standard: 2 x 500-sheet paper trays</li> <li>&gt; 1 x 50-sheet bypass tray, Maximum: 3,550 sheets</li> <li>&gt; Paper output capacity: Standard: 500 sheets</li> <li>&gt; Maximum: 2,875 sheets, Paper size: A6 - A3 , Paper weight: Paper tray 1 &amp; 2/duplex tray: 64 - 105 g/m2</li> <li>&gt; Power source: 220 - 240 V, 50/60 Hz , Power consumption: Operation: Maximum 1.37 kW</li> <li>&gt; Scan speed: Maximum 52 originals per minute (MH, A4/LEF)</li> <li>&gt; Resolution: Maximum 600 dpi (TWAIN: 1,200 dpi)</li> <li>&gt; Bundled drivers: Network TWAIN, Scan to e-mail: SMTP, TCP/</li> <li>• Destination: Maximum 50 folders per job,</li> <li>• One Year Parts Replacement Warranty labor support</li> <li>• Training On Site</li> <li>• CPM → Copy speed: 60 copies per minute</li> <li>• Brand : HP , Richo Or Equivalent</li> </ul> <p><b><u>Mandatory Requirement</u></b></p> <ol style="list-style-type: none"> <li>1. Last 3 years' experience in photocopier supplies (require previous PO mandatory)</li> <li>2. Warranty Covers Parts &amp; labor</li> <li>3. During warranty period , transportation will be borne by Vendor for rapier &amp; Maintenance</li> <li>4. Installation &amp; Training will be done at USER Section</li> <li>5. Lowest bidder will be the one, who compliance all above requirement and specification</li> <li>6. Machine not older than last 8 years</li> <li>7. No separate charges be mentioned. Bidders must quote One rate for All Above</li> <li>8. GST be mentioned separately , if Applicable</li> <li>9. Technical data of the Machine</li> </ol> <p>Non Compliance of above will reject on Spot</p>	1 EA	
<b>GST 17% (If Applicable)</b>			
<b>Total Amount</b>			

**Tender Terms & Conditions: →**

- A. All participants are required to affirm that:**
1. Required / tendered quantity may increase or decrease by 15%.
  2. SCM Department (PIA) will not be held responsible for any postal delay.
  3. **Validity of Quote:** Quote must be valid for 120 Days countable from date of opening of Technical Bid.
  4. **Registration of Firm:** Participated must be registered with FBR (active Tax Payer in GST) as Importer, Distributor, Whole Seller, Stockiest, General Order Supplier
  5. **Delivery:** Delivery must be made as per Schedule given in Purchase Order.
  6. **Rejection:** Item found below PIA standard shall be rejected / returned at the cost to the vendor.
  7. **Guarantee / Warranty:** Guarantee & Warrantee must be provided. (if Applicable)
  8. **Payment Terms:** Payment terms NTD (Net Thirty Days). Advance Payment shall not be made for Commercial items. Hence payment term will be NTD after submission of invoices.
  9. **Deduction of Tax:** Income Tax will be deducted at source.

**Declaration by Bidder:** We/ I hereby affirm that all terms and conditions of the said tender are read and understood

Tenderer's Signature \_\_\_\_\_ Designation \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_ GST No. \_\_\_\_\_

NTN NO. \_\_\_\_\_ Seal \_\_\_\_\_