

Pakistan International Airlines

Purchases Flight Kitchen Section, 1st Floor, Supply Chain Management Department Building,
PIACL, Head Office Karachi Airport-75200 – Pakistan
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Tender No. FSD-21010204

Dated. 10th January, 2023

Tender Cost: PK Rs 5,000.00 (for local bidders)

Printable at paper size: A4 page.

Invitation of Tenders and Instructions to Bidders (Must Read Carefully)

M/s. _____

Sub: Annual - HAND / FACE Towel [Tray of 10 Towels]

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 Envelope Basis” addressed to D.G.M Purchases Commercial, Supply Chain Management (old P&L / Store) Department Building, PIACL Head Office, JIAP Karachi-75200 by **08-02-2023** 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 (old P&L) 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 with authorized signature.
 - 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 General Manager Procurement in all respect shall be final and binding.

EARNEST MONEY - [for local bidders only]

The Tender should be accompanied by a Pay Order in the name of M/ s PAKISTAN INTERNATIONAL AIRLINES as interest free Earnest Money [Refundable] to be placed in

Financial Proposal in shape of Pay Order of an amount of **PKR 100,000.00** or a Bank Guarantee of equivalent amount [duly countersigned by the Head Office of the Bank], and remain be valid 03-months after expiry of the Contract. Tender without Earnest Money shall not be considered.

SECURITY DEPOSIT - [for local bidders & optional for foreign bidders]

Successful bidders, upon award of Contract / Purchase Order shall also be required to furnish an additional amount of **PKR 250,000.00** [if required] as interest free Security deposit in shape of Pay Order or a Bank Guarantee of equivalent amount (duly countersigned by the Head Office of the Bank), and remain be valid One Month after expiry of the PO / Contract. [for foreign bidders PIA may call amount equivalent to US\$ 2,500.00 as Security Money by new participants upon evaluated 1st lowest bidder (if required)]

PREPARATION OF TENDER

Tender will be opened on “Single Stage Two 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 the specifications. 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 and PIA websites.

FINANCIAL Proposal - [having following documents].

1. Tender Schedule –“A” Complete Form duly filled in, signed, stamped every page and sealed with scotch tape.
2. Earnest Money amounting **Rs 100,000.00** of Total Bid Value in shape of Pay Order [issued from any scheduled bank] as Earnest Money [Refundable/Interest Free] - *On back side of Pay Order, Vendor must write company name/stamp, Tender Ref. No, date, Earnest Money & amount* - for Local Bidders only

Technical Proposal having following documents “Mandatory Requirement”.

1. Tender Fees Pay Order of Rs 5,000.00 For Local Bidders. (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 [05 Trays of 10-Towel with Plastic Tong] (Non-Returnable).
3. Technical Proposal of item & Company profile.
4. Copy of GST & NTN certificate (for local bidders only)
5. Tender Schedule “B”, “C” & Specifications, must be attached with Technical Proposal.
6. Manufacturers / Authorized Distributor, [with Authorization Certification from Manufacturer] can participate.
7. Items technical literature etc
8. Technical Proposal should be submitted in 02-two sets of all technical documents, inserted in Technical Proposal. (One for Technical Evaluation & One for file record). Mandatory

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.

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 PIA Flight Kitchen through Foreign / Local Receipt Section Supply Chain Management (old 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.
- h) RATES MUST BE PRINTER TYPED or Scotch Tape Pasted upon Quoted Rates.

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

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 or www.ppra.org.pk websites.

<http://www.piac.com.pk/pianew/business-with-pia/procurement/tender-listing/>

Tender Schedule "A"

Ref No. FSD-21010204 (Rates – must enclose with Financial Envelope only)

Particulars of Item	Unit	Quantity Required	Unit Rate Rs [Exclusive of GST]	GST [if Applicable]	Total Value Rs. [Inclusive of GST]
Hand Face Towel Tray of 10-Towels with Plastic Serving Tong & Preferably with Scent Sachet - Specification given below	Tray of 10 Towels with Tong Serving & Scent Sachet	42,000 Trays of 10 Towels			
Total Value in figures/words →					
Total Contract Value Rs					
Earnest Money Rs				100,000.00	

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

- Production / delivery capability must not less than 4,000 Trays per month, in non-compliance the late delivery charges will be deduct from the bills of supplier at 5% per month & will be increased as per policy (on time bar) / (risk & expense) item may be arranged from other source on supplier cost / black listing of supplier may be initiated on failure of required supplies for smooth PIA Operations.
- After receiving of P.O. bidder must submit additional amount (3 % of bid value) as Security Deposit within five (15) working days. (for local bidders)
- 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 or 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).
- **RATES MUST BE PRINTER TYPED or Scotch Tape Pasted upon Quoted Rates.**

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 _____

Specifications (insert with Technical Proposal)

Tender Ref No. FSD-21010204

Hand Face Towel [Disposable] – Tray of 20-Towels

Material

- | | | | |
|---------------------|---|---|-----|
| Cotton | ➔ | 100% Cotton | ±5% |
| Color | ➔ | Snow White | |
| Weave | ➔ | Terry | |
| Weight per towel | ➔ | 13 Grams | ±5% |
| Towel size | ➔ | 25 x 25 CM | ±5% |
| Hemming / Stitching | ➔ | 5 mm HEM on all four sides secured by over locking. | |
| Absorbency | ➔ | Full absorbent and should pass the sinking and wetting by wicking test specified by PSI in PS-1451 | |
| Sample | ➔ | Material shape and design of Terry & Tong to be exactly As per approved sample. | |
| Packing | ➔ | 10 folded TOWELS per tray with plastic tong for serving, tray must be wrapped in polythene bags & then 30 to 4 trays packed in standard card board box suitable for 4 to 5 times loading / off-loading purpose. | |
| Fragrance | ➔ | Preferably with Scent Sachet [Vanilla / Sandalwood / Rose / White Musk or any pleasant fragrances] | |
| Lab Report | ➔ | Latest Laboratory Report required regarding Raw Material to be submitted with Technical Proposal. | |
| Supplier | ➔ | Manufacturer or Authorized Distributor of Manufacturer with verifiable letter from Manufacturer | |

PIA has right visit supplier's production facility.

Each box marked with followings:

PIA Part No.	FSD-3240
Item Description
PO No & date
Quantity
Supplied by M/s.

NEW PIA Logo – for Printing, Embossing etc



Great People to Fly With

Tender Schedule "B"
Tender No. FSD-21010204 (insert in Technical Proposal)

MANDATORY REQUIREMENT	YES / NO
<u>Hand Face Towel Disposable</u> Specification given above	
Participant must be registered with Sales Tax Authorities. Please attach copy of GST Registration Certificate indicating current "ACTIVE" status otherwise stand "REJECTED" ab-initio.	
Quality samples Qty: 05 Trays must be submitted (non-returnable)	
Delivery must be made at PIA Flight Kitchen through Local / Foreign Receipt Section PIA P&L Building, PIACL Head Office Karachi Airport, as per delivery schedule given in PO.	
Earnest Money (Pay Order) submitted along with the Financial Proposal	

Tender Terms & Conditions

1. If any stage documents provided by participants found tempered / bogus deposited E/Money will be forfeited.
2. For the life rack item/ scent 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, with cross reference Tender No. directly to **General Manager (Procurement), Supply Chain Management, 1st Floor (old P&L Department) Building PIACL Head Office J.I.A.P 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 shall 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 from 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% / multiple by time bar will be deducted from invoice / bill on bidder.
17. Tender quantity will be split in 30% & 70% ratio, Zero Rated 70% quantity will be utilized on International Flights which is GST Exempted vides Sales Tax Act 1990 Sec-4(b).
18. PIA has right to visit the bidder's manufacturing site (if required).
19. PIA can verify the material from any independent source / Laboratory at any stage for which charges will be deducted from the bills / security deposit of supplier / vendor.
20. Technically successful bidders will be informed their results & Financial Opening date.
21. 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.
22. If you have any query you can contact without any hesitation to concerned Procurement Officer email zameer.hussain@piac.aero +92-21-99045131

FSD-21010204
Tender Schedule "C"

Must Attach with Technical Proposal
 Physical / Measurement / details of Samples
Offer

<u>Fields</u>	<u>Remarks in detail</u> must be filled by bidder
Material →	-
Color →	-
Weave →	-
Weight per towel →	-
Towel size →	-
Hemming / Stitching →	-
Absorbency →	-
Sample →	-
Packing →	-
Color & Scent Sachet →	-
Production Capability →	-
1 st Delivery [Qty & Time] →	-
Manufacturer / Distributor →	-

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, Party / vendor name, NTN & GST No must be mentioned on back side of Pay Order.
 3, for tender fee (in technical proposal)
 4, for earnest money (in financial proposal)

Any additional information about product / samples →

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(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)
(enclosed with technical proposal)

General Manager (Procurement)
Supply Chain Management
1st Floor Supply Chain Management (old P&L) Department.
Pakistan International Airlines Corporation Limited
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 borned 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
(Submit with Financial Proposal)

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 from Government of Pakistan.

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 _____

**Computerized National Identity Card*



This image is only for guidance of supplier – never be quoted as reference at any stage please. Supply must be required Tray of 10 Towels.