

## Pakistan International Airlines

Purchases Flight Kitchen Section, 1<sup>st</sup> Floor, Supply Chain Management (old P&L) Department Building,  
(PIACL), Head Office Karachi Airport-75200.

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

Tender No. FSD-19010234

Dated. 13<sup>th</sup> Sep, 2019.

Tender Cost: PK **Rs.6,000.00** (for local bidders)

Printable at paper size: A4 page.

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

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

**Sub: Requirement of "Roll-Up Napkin (Linen)" Qty: 71,400 + 30,600 = 102,000 Each.**

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 (old P&L / Store) Department Building, PIACL Head Office, JIAP Karachi-75200** by **30-10-2019**. 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 mention 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 this respect shall be final and binding.

**EARNEST MONEY (for local bidders only)**

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 (for local bidders & optional for foreign bidders)**

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. (for foreign bidders PIA can call 5% Security Money from new participants if required)

**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 duly filled in, signed, stamped every page and sealed with scotch tape.
2. **02% Earnest Money of Total Bid Value (Cost / Tax) in shape of Pay Order [issued from any scheduled bank] as Earnest Money (Refundable/Interest Free). For Local Bidders.**
  - (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 6,000.00 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 (10 pieces) (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. **Preferably ISO / HACCP / Reputable Certified Company.**
7. **Authorized Distributor, (with Authorization Certification from Manufacturer)**
8. **Samples must be without stamp & without vendor name only temporary sticker for identification is allowed.**
9. **Food Grade Certificate issued by PCSIR (Latest only) or any reputable lab in must be attached with Technical Proposal. (Mandatory)**
10. **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 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**

### **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.**

<https://www.piac.com.pk/corporate/sales-procurement/tenders>

**Sign & Seal of Bidder**3

**Tender Schedule "A"**
**Ref No: FSD-19010234 (enclose/insert with only Financial Envelope)**

Particulars of Item	Unit	Quantity Required	Unit Rate PKR	GST [if Applicable]	Total Value Rs.
<b><u>Roll-Up Napkin (Linen)</u></b> Specification given below at page # 05	No	<b>71,400</b> Zero Rated & <b>30,600</b> With GST		-	
<b>Total Value in figures/words →</b>					
<b>Total Contract Value Rs. / Currency →</b>					
<b>2% Earnest Money of total bid value (cost/tax) Rs. / Currency →</b>					

**Note:**

- **Production / delivery capability must not less than 10,000 No's 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.
- Must quote one rate for one product, for an-other product must be submit separate sealed proposal (Technical / Financial) (with tender fee & 2% EM for local bidders).

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** \_\_\_\_\_

**NON-FOOD ITEM SPECIFICATION**

SPEC No: FSD-3226/18

1. Item Name / Description:- Roll-up- Napkin Linen
2. FSD Item No: 3226
3. Specification:

<u>Physical Size</u>	
Length	20"
Width	20"
<b>Blend Ratio</b>	
Polyester	50% (±5%)
Cotton	50% (±5%)
GSM	210 (±5%)
<b>Count of Yarn</b>	
Wrap	16/s
Weft	16/s
<b>Quality of Yarn</b>	
Cotton	Combed
Polyester	Spun
<b>Density</b>	
Ends per 25 mm	80
Picks per 25 mm	54
Weave	1x1
<b>Shrinkage</b>	Maximum Shrinkage 2% in both Warp & Weft
<b>Absorbance</b>	Less than and equal to 1.2 visco absorbance
<b>Finish</b>	
Color	Snow White
Feel	Soft
Atp Finish	The fabric should not turn yellow after repeat washes. Mercerized.Sanforized Properly signed, Lint-Free. All chemical used while processing of the fabric should be Azo-free and echo friendly ( non injurious to human skin).
<b>Stitching</b>	100% polyester thread, Minimum 8 stitches per 25 mm. Over –locking with hemming of 10 mm on all four sides Bartech on all four corner
<b>Identification</b>	Label with the name of manufacturer should be stitched on one corner. Lab Report highlighting all these features should be attached along with the tender sample.

4. **Packing in bag polythene transparent qty. 50 per pkt.**
5. **Button Hole at any one corner along the diagonal line.**

*(Signature)*  
13/6/2018

**NAWAB KHATTAK**  
General Manager  
Food Services (OPS)  
PIA Head Office Karachi

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**Roll-Up Napkin (Linen)**

**Specifications (insert in Technical Proposal envelope)**

**Tender No. FSD-19010234**

**Size** → 20", 20" (Length & Width)

**Blend Ratio** → Polyester 50% Cotton 50%  
GSM 210 (± 5%)

**Count of Yarn** → Wrap : 16/s  
Weft : 16/s

**Quality of Yarn** → Cotton : Combed  
Polyester : Spun

**Density** → Ends per 25 mm : 80  
Picks per 25 mm : 54  
Weave : 1x1

**Shrinkage** → Maximum Shrinkage 2% in both Wrap & Weft

**Absorbance** → Less than and equal to 1.2 visco absorbance

**Finish** → Color: Snow White  
Feel: Soft  
ATTP Finish: The Fabric should not turn yellow after repeated washes. Mercerized, Sanforized, Properly, Signed, Lint-Free. All Chemical used while processing of the fabric should be Azo-free and eco – Friendly (non-injurious to human skin).

**Stitching** → 100% Polyester thread.  
Minimum 8 Stitches per 25 mm.  
Over – Looking with hemming of 10 mm on all four sides.  
Bartech on all four corners.

**Identification** → Label with the name of manufacturer should be stitched on one corner. Lab Report highlighting all these features should be attached along with the tender samples.

**Other Instructions**

**Packing** → packing in bag polythene transparent Qty: 50 per pkt

**Delivery** → Free delivery at Local Receipt Section (P&L Department) /  
PIA Flight Kitchen PIAC Head Office Karachi Airport.

Sign & Seal of Bidder

**Tender Schedule "B"**
**Tender No.FSD-19010234**
**(Insert with Technical Proposal envelope)**

MANDATORY REQUIREMENT	YES / NO
<b><u>Roll-Up Napkin (Linen)</u></b> Specification given below at page # 05	
Participant must be registered with Sales Tax Authorities GST. No. & copies must be quoted.	
Quality samples Qty: 10 Pieces 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.	
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. All participants are required to quote rates inclusive all Govt. Taxes & GST separately. (for local bidders)
3. Please note that quoted rates must be firm and final in all respect.
4. Guarantee & warrantee must be provided. (if applicable)
5. Payment TERMS NET THIRTY DAYS or as agreed.
6. Income tax will be deducted at source. (for local bidders)
7. Quotation must be valid for 120 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, with cross reference Tender No. directly to **General Manager (Procurement), Supply Chain Management, 1<sup>st</sup> 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.
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. 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)
14. Supplier staff delivering goods must be in clean uniform, non conformity will incur 02% deduction from the billing amount.
15. If goods deliver late than delivery schedule mentioned in Purchase Order. An amount equivalent 2% / as mentioned above or more of invoice / bill value will be deducted.
16. 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).
17. PIA has right to visit the bidder's manufacturing site (if required).
18. PIA can verify the material from any independent source/Laboratory for which charges will be deducted from the bills / security deposit of supplier / vendor.
19. Technically successful bidders will be informed their results & Financial Opening date.
20. 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.
21. 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

**FSD-19010234**  
**Tender Schedule "C"**

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

<b>Fields</b>	<b>Remarks in detail      must be filled by bidder</b>
Length	
Width	
Polyester	
Cotton	
GSM	
Count of Yarn	
Quality of Yarn	
Density	
Shrinkage	
Absorbance	
Finish	
Stitching	
Packing	
Production Capability	
1 <sup>st</sup> Delivery (Qty & Time)	
Manufacturer / Distributor / Imported	

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

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**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 2% 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  
1<sup>st</sup> 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 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**  
**(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 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 form 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** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_ **Cell No.** \_\_\_\_\_

**Fax No:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Sign & Seal of Bidder**

**\*Computerized National Identity Card**