

PIA

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

TENDER REF : PIAC/Comptr/2022-10

Dated : 09-11-2022

Tender Fee: PKR 6,000

Earnest Money : Rs 30,000

INVITATION TO TENDERS AND INSTRUCTIONS TO TENDERERS

M/S _____

Sub: Tender document for the Procurement of Personal Computer → Qty 10
PO will be issued As & When Require Basis or as per Requirement

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 Two Envelope Basis** addressed to General Manager Procurement, PIA Supply Chain Management Building JIAP Karachi by **28-11-2022**. 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 30,000** 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 **100,000** 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 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 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 Proposal having following documents.

- a) The Schedule duly filled in, signed and sealed.
- b) Pay Order for Earnest Money 30,000 (Refundable).

Technical Proposal having following documents.

- a) Tender Fees Pay Order of RS. 6,000 (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.

DESKTOP PC Specifications

Technical specification Desktop Computer		
S. No.	Description	Specification
1	Generation	11th Generation Intel®Core i5 or higher
2	Type	Business / Professional series
3	Operating System	Windows 11 Pro 64 Factory Installed
4	Available Memory	8 GB
5	Hard Drive	512 GB SSD
6	Keyboard	USB Business Slim wireless Keyboard
7	Mouse	USB Mouse wireless
8	LAN	10/100/fast Ethernet Card
9	WiFi	Yes
10	LED Monitor	22" or higher
11	Condition	New Box Pack
12	Warranty	Three (03) Year Standard

Mandatory Requirements

Mandatory Requirement		
S.No	Description	Documents
1	Must fully comply all the technical specifications	
2	Vendor must be OEM or OEM's /Certified Distributer or OEM's Certified Partner	
3	NTN and Or SECP registration Certificate	
4	The vendor must have at least 3 years' experience in computer/laptop business.	
5	The vendor must have physical presence in Karachi, Islamabad and Lahore or atleast in two majot cities i.e. KHI & ISB	
6	Must have at least 3 customers to whom Pcshas been supplied in last 3 years.	
7	Brand must be well known to at least 15 countries and parts are available in pakistan majer cities in Karachi, Islamabad and Lahore.	
8	The vendor must provide three (03) years standard warranty with parts and labour on site	

S.No	Description	Qty	Per Unit Cost (PKR)	GST (if applicable), PKR	Cost of Total QTY (with GST), PKR
2	<u>Personal Computers</u> <u>PO will be issued As & When Require Basis or as Per Requirement</u>	10 EA			

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. Rates Must be
 - Either Written Typed OR In case of being HAND WRITTEN, rates must be covered with Transparent Tape
 - Also, the vendors have to clearly mention whether the quoted rates are inclusive or exclusive of GST (Separately mentioned as per Rule). No Bid without these conditions should be accepted.
8. Guarantee / Warranty: Guarantee & Warrantee must be provided. (if Applicable)
9. 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.
10. 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 _____