

PIA

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

TENDER REF : 2001173
Tender Cost: PKR 6,000

INVITATION TO TENDERS AND INSTRUCTIONS TO TENDERERS

M/S _____

Sub: **Tender document for the Procurement of Procurement of All In One = 30
and Desktop PC = 20**

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 **09-12-2020**. 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 90:30 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 **10:30 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 **2%** (two) 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 **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 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 2 %(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.

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 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 120 days.
- e) Quotation must be written on PIA prescribed form otherwise Bids will not be entertained.

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.

ALL IN ONE Configuration

Generation	10th Generation Intel® Core i5 or higher
Type	Business / Professional series All in One PC
Operating System	Windows 10 Pro 64 Factory Installed or higher
Available Memory	8 GB DDR4-2133 SDRAM or higher
Hard Drive	500 GB SAS
Keyboard	USB Business Slim wireless Keyboard
Mouse	USB Mouse wireless
LAN	10/100/fast Ethernet Card
LED Monitor	20" or higher with web cam and microphone
Wireless LAN	Standard Wireless LAN card

DESKTOP PC Specifications

Generation	10th Generation Intel® Core i5 or higher
Type	Business / Professional series DESKTOP PC
Operating System	Windows 10 Pro 64 Factory Installed or higher
Available Memory	8 GB DDR4-2133 SDRAM or higher
Hard Drive	500 GB SAS
Keyboard	USB Business Slim wireless Keyboard
Mouse	USB Mouse wireless
LAN	10/100/fast Ethernet card
LED Monitor	20" or higher

Mandatory Requirements

S. No.	Description	Documents
1	Must fully comply all the technical specifications	Yes/No (provide check-sheet)
2	Company must be OEM/Certified Partner or Authorized Distributor of Certified Partner	OEM issued Partnership Certificate
3	NTN and or SECP registration certificate	Relevant certificate
4	Must be in business for at least 3 years	Company registration certificate
5	Must have office in Karachi	Office addresses
6	Must have at least 3 customers to whom PCs and All-in-One have been supplied in last 2 years	Customer reference
7	Minimum 5 Million turnovers for the last two years	Documentary proof
8	Company must provide letter from the Principal to participate in this tender and subsequently provision of services	Letter from the principal
9	OEM must be in Gartner 2019	Documentary proof
10	1 Year OEM/Certified Partner or Authorized Distributor and 2 years vendor supported on-site warranty including labor and parts	Yes/No

General Requirements (Vendor must take 70% of the General Requirements Marks to qualify for the opening of Financial Bid)

S. No.	Description	Marks	Documents
1	Geographical Presence (including Karachi)	10 2 Locations = 5 More than 2 = 10	Offices' addresses
2	Technical Staff (relevant category Engineers + Technicians + Product Certified Resources)	30 5-15 = 20 More than 15 = 30	Staff List+ CVs of certified resources
3	Financial Strength	20 5-15 Million = 10 More than 15 Million = 20	Last two years audited reports
4	Number of years in business	20 4-7 years = 10 8+ years = 20	Company registration certificate
5	Similar products supplied in last two years	20 4-5 POs = 10 6-10 POs = 15 10+ projects = 20	Purchase Orders' Copies or customers 'letter or any other documentary proof

S.No	Description	Qty	Per Unit Cost (PKR)	GST (if applicable), PKR	Cost of Total QTY (with GST), PKR
1	<u>ALL IN ONE</u>	30			
2	<u>DESKTOP PC</u>	20			

Terms and Conditions

1. They have quoted the rates *inclusive of all GOVT Taxes*; but; *GST in currency separately*.
2. Required / tendered quantity may increase or decrease.
3. Purchase Order will be issued as & When Required Basis
4. SCM Department (PIA) will not be held responsible for any postal delay.
5. Purchase Order will be awarded to lowest Evaluated Bidder.
6. **Delivery:** Delivery must be made as per Schedule given in Purchase Order.
7. **Validity of Quote:** Quote must be valid for **120 Days** countable from date of opening of Technical Bid.
8. **Rejection:** Item found below PIA standard shall be rejected / returned at the cost to the vendor.
 - Bids / Rates must be TYPED on Computer OR Typewriter.
 - Hand written bids like written by a pen, pencil, marker, pointer etc will not be accepted and Bid will Be REJECTED On Spot.
 - Bid can also be accepted if rates are covered with Adhesive tape.
 - Any other mandatory requirement
 - Must have 3 years previous experience in medical equipment, otherwise bid not be considered.
9. Please quote only one rate. More than one rates bid may be consider as Rejected
10. **Guarantee / Warranty:** Guarantee & Warrantee must be provided. (if Applicable)
11. **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.
12. **Deduction of Tax:** Income Tax will be deducted at source.
13. **Declaration by Bidder:** We/ I hereby affirm that all terms and conditions of the said tender are read and understood and we / I expressly confirm and agreed that our bid is in consonant to the terms and conditions of the tenders.

Tenderer's Signature _____ Designation _____

Address _____

Tel No. _____ Fax No. _____ Email _____

GST No. _____ NTN NO. _____

Seal _____