

**Pakistan International Airlines**  
**Purchases Flight Kitchen Section,**  
1<sup>st</sup> Floor, Supply Chain Management Department Building, (PIAC), Head Office Karachi Airport.  
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E-mail: [spo.fk@piac.aero](mailto:spo.fk@piac.aero) / [dgmpc@piac.aero](mailto:dgmpc@piac.aero)  
<https://www.piac.com.pk/corporate/sales-procurement/tenders>

**Tender Ref#: FSD-20010223 & 225**

**Dated: 11-11-2020**

**Tender Cost: PK Rs: 500/-**

**INVITATION TO TENDERS AND INSTRUCTIONS TO BIDDERS MUST ALL READ**  
**CAREFULLY.**

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

Sub: **ANNUAL REQUIREMENT OF BUTTER PAPER REAM CONTAIN 480 SHEETS.**

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 .Sealed Envelope Basis” addressed to **DGM Purchase Commercial Supply Chain Management Department (Store) Building, PIAC Head Office, JIAP Karachi-75200** by **25-11-2020**. 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 (Store) 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. 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 Supply Chain Management in this respect shall be final and binding.

**Sign & Seal of Bidder**

**EARNEST MONEY**

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**

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.

**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** {All pages} duly filled in, signed, stamped every page and sealed with scotch tape.
  - **2% Pay Order [from any scheduled bank]** for Earnest Money (Refundable/Interest Free).  
**(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. 500/- (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 sheet ) (Non-Returnable).**
3. **Company profile, Copy of GST & NTN certificate**
4. **Tender Schedule “B” must be attached with Technical Proposal/ all pages.**
5. **Manufacturer/Importer/Wholesaler/General Order supplier (Documentary Proof /Evidence).**
6. **Authorized Distributor, (with Authorization Certification from Manufacturer)**
7. **Samples must be without stamp & without vendor name only temporary sticker for identification is allowed.**

Sign & Seal of Bidder

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 above 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.
- e) The Bidders 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 Local Receipt Section SCM Department old store 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** 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) 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 Purchase Commercial**

Encl:

1. Tender Schedule "A" & "B" complete form.
2. Undertaking (If attached with tender)

Notes: **1- Prescribed Tenders form for the subject item may be directly downloaded from**  
<https://www.piac.com.pk/corporate/sales-procurement/tenders>

**Sign & Seal of Bidder**

**TENDER SCHEDULE "A"**  
**REF NO: FSD-20010223 & 225**

**Subject: ANNUAL REQUIREMENT OF BUTTER PAPER.**

Particulars of Item	Unit	Quantity Required	Unit Rate PKR	GST [if Applicable on 30% qty	Total Value Rs.
<b>Butter Paper Specification Attached (Page 5)</b>	<b>Ream Contain 480 sheets</b>	<b>180 Ream</b>			
<b>Total Value in figures/words →</b>					
<b>TOTAL CONTRACT VALUE Rs:</b>					
<b>2% Earnest Money value Rs:</b>					

**Hand written bid (RATES) via Pen / Marker / Pointer etc will not be acceptable. Only TYPED BID / TYPED UNIT RATES will be accepted. Alternatively Transparent TAPE should be pasted over WRITTEN RATES. Non-Compliance of above may result in REJECTION OF YOUR BIDS.**

- **Quantity 70% is Zero Rated GST vide (Sales Tax Act-1990 Sec 4(b) Int'l Flights and Quantity 30% is for Domestic Flights with GST**

Delivery required in two equal installment with the gap of 60 days first delivery required on urgent basis.

Successful bidder must submit balance 3% Security Deposit within 05 days after receiving of P.O.

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.

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

Cell No. \_\_\_\_\_

Valid Email: \_\_\_\_\_

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

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

**Sign & Seal of Bidder**

**TENDER SCHEDULE "B"**
**Mandatory Requirement**

DESCRIPTION / SPECIFICATION OF ITEM	YES/NO
<b><u>SPECIFICATION</u></b>	
<ul style="list-style-type: none"> <li>➤ Butter Paper Size</li> <li>➤ Sheet Width → 24" (+/-5%)</li> <li>➤ Sheet Length → 32" (+/-5%)</li> <li>➤ GSM → 24/26</li> <li>➤ Ream should containing 480 sheets</li> </ul>	
<b>Manufacturer/Authorized Distributor/Importer/Wholesaler/General Order Supplier, are allowed to participate in the tender.</b>	
<b>Participant must be registered with Sales Tax Authorities GST. No. &amp; copies must be attached</b>	
<b>Quality samples Qty: 05 sheets must be submitted (non-returnable)</b>	
<b>Delivery must be made at SR-17 FSD through PIA LRS Section SCM Building as per delivery schedule given in PO.</b>	
<b>2% earnest money (Pay Order) must be submitted along with the Financial Proposal</b>	

**Tender Terms & Conditions**

- If any stage documents provided by participants found tempered / bogus 2% deposited E/Money will be forfeited.
- All participants are required to quote one rates inclusive all Govt: Taxes & GST separately.
- All participants must quote one rate and best delivery period.
- Please note that quoted rates must be firm and final in all respect.
- Guarantee & warrantee must be provided. (if applicable)
- Payment terms net thirty days income tax will be deducted at source.
- Quotation must be valid for 120 days from the date of Financial/Technical proposal opening.
- Quantity 15% may increase or decrease.
- Bid will be awarded on technically qualified individual lowest rates basis.
- Item found below PIA standard shell be rejected.
- It will be the suppliers' responsibility to obtain entry passes for flight kitchen for their personnel and the vehicles form PIA. security after completing the required formalities
- Supplier staff delivering goods must be in clean uniform, non-conformity will incur 02% deduction from the billing amount.
- All Bidders should fulfill every column and attach the relevant documents along with the proposals.
- For the life rack item should be one (01) years expiry date from the delivery date.

**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 Proposal***

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

**Valid e.mail** \_\_\_\_\_

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

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

**Sign & Seal of Bidder**