

PIA

Pakistan International Airlines

Supply Chain Management Department

BBI Airport Islamabad

Tel / Fax: 051-9280920

E-mail: isbpppk@piac.aero

REF: ISB/SCM/FK-UTENSILS/22

Date: 25-01-2022

Tender Cost: PKR 3,000

INVITATION TO TENDERS AND INSTRUCTIONS TO BIDDERS

M/S _____

**Sub: TENDER FOR PROVIDING KICHEN UTENSILS AT PIA FLIGHT KITCHEN
ISLAMABAD**

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 Single Envelope Basis** addressed to Manager Supply Chain Management Islamabad, by **22-02-2022**. The tenders may be dropped in the tender box marked as “**Tender Box**” placed at PIA SCM office, Adjacent to PIA Flight Kitchen, Old Airport. Rawalpindi latest by 10:30 hours on the specified date. You may also send your tenders through mail (PIA SCM office, Adjacent to PIA Flight Kitchen, Old Airport. Rawalpindi) addressed to Manager Supply Chain Management Islamabad, 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 Manager Supply Chain Management Islamabad in this respect shall be final and binding.

EARNEST MONEY

The Tender should be accompanied by a Pay Order for RS. 3,000 (Non-Refundable) as tender document fee and 2% of the tendered value having been deposited in terms of a Pay Order or any other financial instrument payable at Islamabad/Rawalpindi in lieu thereof in the name of M/S PAKISTAN INTERNATIONAL AIRLINES as interest free Earnest Money (Refundable). 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 05% 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.

OPENING OF TENDER

Tender will be opened on “Single Stage Single Envelope” basis. All bidders must submit two sealed envelopes containing “Technical proposal and Financial Proposal” on specified tender opening date / time. Technical proposal sealed in envelope mentioning heading (Technical Proposal) shall enclose:

1. Item specifications including Brand Name, Origin/Made, Warranty/Guarantee and Maintenance/Service on Company Letter Head (Mandatory)
2. Copy of GST & NTN Certificate (Mandatory)
3. Tender Fees (Mandatory)
4. Company Profile
5. Technical Literature & Quality Certification (if any/required),

The Technical Proposal will be opened on same date, whereas, financial proposal sealed in other envelope containing heading “Financial Proposal” shall enclose:

1. The Tender Schedule duly filled in, signed and sealed (on all pages) (Mandatory).
2. Pay Order for Earnest Money (2% of tender value in the name of Pakistan International Airlines) (Mandatory)
3. Tender terms & conditions (duly signed) (Mandatory)
4. Mandatory Requirements (duly signed) (Mandatory)
5. Undertaking on RS. 100/- or above non-judicial stamp paper duly signed and stamped by an Oath Commissioner (Mandatory).

The Financial Proposal will remain sealed till the technical evaluation. The Financial Proposal of only those bidders will be opened who is technically found acceptable. Technically Qualified bidders will be informed regarding the opening date / time of financial proposal well in advance.

Please note that:

- The envelopes (Technical & Financial Proposal) shall be enclosed in double cover.
- The outer cover should bear address of the Manager SCM, PIA Islamabad and reference number of the tender with opening date of tender and Bidder 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.

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

ACCEPTANCE OF TENDER

PIA do not pledge 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 without assigning reason.

Yours truly,
For: Pakistan International Airlines

**Manager
Supply Chain Management
Islamabad**

Encl:

- 1. Tender Schedule-A**
- 2. Terms & Conditions**
- 3. Undertaking**

Note: Prescribed Tender(s) form for the subject item may be directly downloaded from PIAC / PPRA website.

TENDER SCHEDULE "A"
REF: ISB/SCM/FK-UTENSILS/22

Subject: TENDER FOR PROVIDING KICHEN UTENSILS AT PIA FLIGHT KITCHEN
ISLAMABAD

Sr. #	Item Name	Qty	Specification	Unit Price	Extended Value	Remarks
1	Potato Cube Cutting Machine Commercial	1	10 At a time with different blades			
2	Potato Peeler Machine Commercial	1	50 No. at a time (Steel)			
3	Egg Beater Machine Commercial	1	Pick4 02 No. (Steel)			
4	Commercial Electric Rice Cooking Pan	3	Pick1 Defrost Tray			
5	Commercial Chopper	1	Stainless Steel Body			
6	Rice Cooking Pot	3	30 Kg 1 Approx (Silver)			
7	Curry Trolley (2X1)	2	Curry trolley with 02 portion			
8	Garam Masala Fest Machine	2	Stainless Steel			
9	Khoncha Plane blade for Curry Purpose	10	Iron Made			
10	Tilting Pan	2	Food Grade			
11	Bread Cutting Machine	1	28 Slices (Stainless Steel)			
12	Wrapping Machine	2	International Food Standard			
13	Chicken Chopper	1	Stainless Steel			
14	Commercial Mince Machine	1	Heavy Motor 40 Kgs			
15	Chopper Meat Cutting	1	Stainless Steel			
16	Wrapping Machine	2	INDV Bowl/Belt Type			
17	Bread Mold	200	Iron Made			
18	Patties Mold	500	Iron Made			
19	Muffin Mold	500	Iron Made			
20	Cake Load Mold	100	Silver Made			
21	Rolla Mate Winkler Oven Trolley	10	Iron Made fitted with iron wheels			
22	Cream Caramel Mold	200	Silver Made			
23	Weighing Scale	1	Electronic			
24	Tin Cutter Machine Commercial	3	Heavy Duty			
25	Bread Butter Pudding Tray	30	Silver Metal			
26	Dough/Croissant Sheeter Commercial	1+1	Heavy Duty			
27	Knives	15	Kiwis Brand or equivalent/wooden handle			
28	Peeler	24	Stainless Steel Food Grade			
29	Butter Knives	24	Steel Food Grade			
30	Frying Pan	8	Iron Metal			
31	Slicer	24	12 Plain, 12 Angled			
32	Pressure Cooker 10 Ltr	2	Standard			
33	Meal Trolleys (roll in Cooler)	40	20 Trays Capacitor Steel			
34	Meal Trolley Trays	500	Food Grade Quality			
35	Dice Dish Out Trolley With Handle	2	Food Grade Quality			
36	Loading Trolley	10	Iron/Steel			
37	Meal Loading Trolley	8	Iron/Steel			

- Transportation Loading/off-loading to be provided by the Contractor/Supplier.
- Standard Warranty/Guarantee and maintenance
- **FOR FURTHER CLARIFICATION ABOUT SPECIFICATIONS, MANAGER FLIGHT KITCHEN ISLAMABAD CAN BE CONTACTED AT 051-9280995, 0519280948. EMAIL: ISBHMPK@PIAC.AERO**

TENDERER'S SIGNATURE _____ DESIGNATION _____

ADDRESS _____

Tel No. _____ Fax No. _____ Email _____

GST No. _____ NTN NO. _____

Seal & Signature

GENERAL TERMS & CONDITIONS:

- ITEM BRAND NAME, SPECIFICATIONS AND MADE/ORIGIN MUST BE AS PER TECHNICAL PROPOSAL.
- ITEM MUST MEET ALL THE LAWS AND MEASUREMENT STANDARDS OF INDUSTRY
- ITEM TO BE MADE OPERATIONAL BY THE CONTRACTOR AND BASIC NECESSARY OPERATIOAL/SAFETY PROCEDURE/MANUAL ALSO TO BE PROVIDED BY THE CONTRACTOR.
- PIA EVALUATION COMMITTEE RESERVES THE RIGHT TO VISIT THE FACILITIES OF VENDOR FOR INSPECTION OF THE ITEM.
- EVALUATION SHALL BE MADE BY EVALUATION COMMITTEE
- PARTICIPANTS REQUIRED TO QUOTE RATES INCLUSIVE ALL GOVT TAXES & GST SHALL BE MENTIONED SEPARATELY.
- PARTICIPANT MUST QUOTE ONE RATE AND BEST DELIVERY PERIOD.
- QUOTED RATES MUST BE FIRM AND FINAL IN ALL RESPECT.
- **GUARANTEE & WARRANTEE MUST BE PROVIDED.**
- PAYMENT TERMS NET THIRTY DAYS OR AS AGREED, INCOME TAX WILL BE DEDUCTED AT SOURCE.
- PAYMENT WILL BE MADE SUBJECT TO SATISFACTORY JOB COMPLETION.
- ALL FOREIGN VENDORS MUST SEND THEIR SEALED QUOTATION VIA CORRIER SERVICE DIRECTLY TO PIA SUPPLY CHAIN MANAGEMENT DEPARTMENT ISLAMABAD. PIA WILL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY.
- PIA SECURITY PASS FOR VEHICLE AND EMPLOYEES IS THE RESPONSIBILITY OF VENDOR.

Delivery Schedule: Within 15 days after award of contract.

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.

TENDERER'S SIGNATURE _____ DESIGNATION _____

ADDRESS _____

Tel No. _____ Fax No. _____ Email _____

GST No. _____ NTN NO. _____

Seal & Signature

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

Manager (Supply Chain Management)
Pakistan International Airlines
Old Airport Rawalpindi.

Subject: **UNDERTAKING TO EXECUTE CONTRACT**

Dear Sir,

1. We / I, the undersigned tenderer 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 held by PIA shall stand forfeited and we / I shall not question the same.

Tenderer's Signature _____

Name in Full _____

Designation _____

Address: _____

Phone / Fax # _____

N.I.C. # _____

Seal _____

Date _____