



Pakistan International Airlines

Supply Chain Management Department

BBI Airport Islamabad

Tel / Fax: 051-9280920

E-mail: isbpppk@piac.aero

REF: ISB-CNT-110-A-19

Date: 25-09-2019

Tender Cost: PKR 3,000

INVITATION TO TENDERS AND INSTRUCTIONS TO BIDDERS

M/S _____

Sub: TENDER FOR THE SUPPLY OF “MAIDA”

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 Single Envelope Basis** addressed to Manager Supply Chain Management Islamabad, by 11-10-2019. 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 (Rupees Three Thousand Only) (Non-Refundable) and 2% (two) 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 their proposals/Bids on specified tender opening date / time. Proposals/Bids in envelope shall enclose:

1. Copy of GST & NTN Certificate (Mandatory)
 2. Tender Fees (Mandatory)
 3. Letter Head Mentioning Names of Item for which company is Quoting. Please note that you have to mention only names of items in this letter (Mandatory).
 4. Company Profile
 5. Technical Literature & Quality Certification (if any/required),
 6. The Tender Schedule duly filled in, signed and sealed (on all pages) (Mandatory).
 7. Pay Order for Earnest Money (2% of tender value in the name of Pakistan International Airlines) (Mandatory)
 8. Tender terms & conditions (duly signed) (Mandatory)
 9. Mandatory Requirements (duly signed) (Mandatory)
 10. Undertaking on RS. 100/- or above non-judicial stamp paper duly signed and stamped by a Oath Commissioner (Mandatory).
 11. Integrity Pact / Disclosure Clause (duly signed) (Mandatory).
- The outer cover should bear address of the Manager Supply Chain Management Islamabad and reference number of the tender with opening date of tender.
 - 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 Flight Kitchen Islamabad. 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 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

**Incharge
Supply Chain Management
Islamabad**

Encl:

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

Notes : Prescribed Tenders form for the subject item may be directly downloaded from PIAC / PPRA website.

Subject: TENDER FOR SUPPLY OF MAIDA

DESCRIPTION	Unit	Required Quantity	Unit Rate (PKR)	Extended Value	Remarks
01- Maida Fine Bread Flour	KG	12,000			

- **GST will be paid on items where applicable with the distribution of quantities 70% International flight zero rated and 30% domestic flight 17% GST.**

SPECIFICATIONS	<p>Chemical:</p> <ul style="list-style-type: none"> • No artificial colour • Gluten 27% wet basis. (For Maida only) • Age - 10 to 15 weeks • Protein - 70% to 80% • Moisture - 15% to 20% • Ash - 0.5% to 1.00% • Falling number - 150 • Mixing tolerance • Dough strength - 2% to 3.5% Summer Crop • 3% to 4.5% Winter Crop • Ingredients must be declared.
	<p>Physical:</p> <ul style="list-style-type: none"> • Grade A. • Freshly grained from fine wheat. • Suitable for bakery product and subject to approval by Chef. • Production made from cleaned wheat milling or grinding. • Reputable brands with National/International Distribution. • Fresh and dry without any foreign objects / insect weevil.
	<p>Biological:</p> <ul style="list-style-type: none"> • Flour colour - White/Brown. • Texture - Smooth. • Free from insects or fungal attack or any other blemish affecting the quality of the, product. <p>Sensory:</p> <ul style="list-style-type: none"> • It shall not be bitter in taste, shall not smell bad.

1. Labeling:

- Date of manufacturing and expiry must be printed on each bag.
- Expiry on stickers/removable is not acceptable.
- Expiry less than 06 months at the time of delivery is not acceptable.
- Registered Brand.
- Brand name must be labeled on each bag.
- Inscription "FOR PIA USE ONLY" should be printed on each bag.

2. Transportation / Delivery:

- Supplies to be delivered in flight kitchen in hygienically cleaned and covered vehicle so that items are not exposed to sunlight and other pollution. Proper temperature to be maintained in order to prevent supplies from spoilage / deterioration as per product requirement.

3. Food Law / Regulatory Compliance / Certification:

- Preferably comply with PSQCA standards.

4. Laboratory Reports:

- Samples will be evaluated by Evaluation Committee of food services subject to clearance of in house microbiological and sensory analysis, if required.
- Lab Report on Ingredients from a reputable lab is mandatory.
- Food Services Division will get two samples tested from reputable lab during the contract period and bill will be charged to the supplier.

5. Packing:

- To be supplied in 50 kg cloth non-returnable bag, properly stitched (Food Grade bags).
- All bags must mention "FOR PIA USE ONLY".
- Each bag shall be clearly marked or labeled with a name of the product, Names and address of the manufacturer, Net weight volume & date of expiry.

10. Who can supply:

- Manufacture / Authorized dealer of manufacture and general order suppliers only.

12. Sample:

- Minimum 01 bag.

13. Other Terms & Conditions:

- Brand name, specifications and source must be mentioned on purchase order (PO).
- Registered / Reputable Brand.
- PIA reserves the right to inspect / visit the facilities of vendor at any time during currency of contract for inspecting HSE / Quality Standards.
- Items found below the required specs shall be rejected / returned without any liability to PIA.
- PIA security pass for vehicle and employees is the responsibility of vendor
- Supplier staff delivering goods must wear clean uniform (including shoes and company logo/identity). A fine of 2% on each supply will be imposed in case of non compliance.

GENERAL TERMS & CONDITIONS:

- MUST COMPLY WITH FOOD LAWS OF PAKISTAN
- ITEM FOUND BELOW PIA SPECIFIED STANDARD APPROVED SPECS SHALL BE REJECTED / RETURNED WITHOUT ANY LIABILITY TO PIA.
- PARTICIPANT IS 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. (IF APPLICABLE)
- PAYMENT TERMS NET THIRTY DAYS OR AS AGREED, INCOME TAX WILL BE DEDUCTED AT SOURCE.
- QUANTITY/PERIOD MAY INCREASE OR DECREASE BY 15%.
- SUPPLIER CAN QUOTE FOR ALL ITEMS/ALL STATION OR INDIVIDUAL ITEM /ONE STATION. BID WILL BE AWARDED ON INDIVIDUAL/STATION WISE LOWEST RATES BASIS (IF APPLICABLE).
- ALL FOREIGN VENDORS MUST SEND THEIR SEALED QUOTATION VIA CORRIER SERVICE DIRECTLY TO PIA SUPPLY CHAIN MANAGEMENT DEPARTMENT. PIA WILL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY.
- ITEM IS SUBJECT TO EVALUATION BY PROVIDING ADVANCE SAMPLE TO DETERMINE THE REQUIRED QUALITY BY THE USER DEPARTMENT.
- SUPPLY TO BE DELIVERED DIRECTLY TO FLIGHT KITCHEN ISLAMABAD.
- PIA SECURITY PASS FOR VEHICLE AND EMPLOYEES IS THE RESPONSIBILITY OF VENDOR.
- SUPPLIER STAFF DELIVERING GOOD MUST WEAR CLEAN PROPER UNIFORM (INCLUDING SHOES) AND COMPANY LOGO / IDENTITY OTHERWISE FINE OF 02% PER SUPPIES WILL BE IMPOSED.

Delivery Schedule: Within 07 days after award of contract on as and when required basis.

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 _____

PRODUCT TERMS & CONDITIONS:

- BRAND NAME, SPECIFICATIONS AND SOURCE MENTIONED ON PURCHASE ORDER AND ALL ANNUAL CONTRACTS, IR ITEMS.
- DATE OF MANUFACTURING AND EXPIRY MUST BE PROPERLY MENTIONED ON EACH PACKET
- ITEM SHOULD BE PROCESSED IN AN ESTABLISHMENT HAVING MODERN AUTOMATIC EQUIPMENT FOR PROCESSING STORAGE AND TRANSPORTATION SHOULD MEET WITH INTERNATIONAL HYGIENE HSE STANDARDS.
- PIA RESERVES THE RIGHT TO INSPECT / VISIT THE FACILITIES OF VENDOR AT ANY TIME DURING CURRENCY OF CONTRACT FOR MAINTAINING THE HSE / QUALITY STANDARDS.
- SAMPLES SUBMITTED BY VENDOR TO BE APPROVED BY EVALUATION COMMITTEE

Seal & Signature

MANDATORY REQUIREMENT

DESCRIPTION	YES/NO
PARTICIPANT MUST BE REGISTERED WITH SALES TAX AUTHORITIES G.S.T. NO. MUST BE QUOTED.	
DELIVERY MUST BE MADE AT PIA RECEIVING SECTION/FLIGHT KITCHEN AT ISLAMABAD STATION.	
2% EARNEST MONEY (PAY ORDER ONLY) MUST BE SUBMITTED ALONG WITH THE QUOTATION.	
SAMPLES TO BE SUBMITTED ALONG WITH TECHNICAL PROPOSAL	
FACILITY/PRODUCT SHOULD BE PREFERABLY HACCP CERTIFIED AND PREFERABLY APPROVED BY PAKISTAN STANDARDS AND QUALITY CONTROL AUTHORITY (PSQCA)	
MANUFACTURER/AUTHORIZED DISTRIBUTOR CERTIFICATE (IF APPLICABLE)	

NOTE:

All Bidders Should fulfill every column and attach the relevant documents along with the proposals

The bidder not fulfilling and/all of the above shall be declared non-responsive / disqualified. In addition all terms and conditions should be complied by the Bidder.

Seal & Signature

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

Manager (Supply Chain Management)
Pakistan International Airlines
BBI Airport Islamabad.

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 _____