

**Pakistan International Airlines**  
Supply Chain Management  
Commercial Purchases Section  
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REF: PC-Give Away /20  
PR-20010072/20  
Dated: 13-03-2020  
Tender Cost: PKR 3,000

**INVITATION TO TENDERS AND INSTRUCTIONS TO TENDERERS**

M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: **Tender Document for the Procurement of Giveaways item (Stationery)**

Dear Sirs,

We are pleased to invite your sealed tenders for the subject tender. 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 Envelopes”** Basis addressed to the General Manager Procurement, PIA SCM Building PIA Head Office Karachi by **06-04-2020**. The tenders may be dropped in the tender box marked as **“Tender Box Commercial Purchases”** placed at the entrance of the PIA SCM Building latest by **10:30 hours** on the specified date. International Vendors may also send the tenders through registered A/D mail to General Manager Procurement SCM, which must reach **10.30 Hrs** 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 Procurement 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 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 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 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 will be uploaded on PPRA/PIA website.

**Financial Proposal should have following documents.**

- a) The Schedule “A” / Rates duly filled in, signed and sealed.
- b) Pay Order for Earnest Money 2 %( Refundable).

**Technical Proposal should have following documents.**

- a) Tender Fees Pay Order of RS. 3,000.00 (NON REFUNDABLE).
- b) **Sample Qty 03 of each Giveaways item (Stationery) must be provided at the time of tender opening for evaluation purpose.**
- c) Company profile, Copy of GST & NTN certificate and technical literature.

**The outer cover of envelopes should bear address of the General Manager Procurement, PIA SCM Building, PIA Head Office 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 SCM building PIA Head Office 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: Tender Schedule-A

Notes: **1- Prescribed Tenders form for the subject item may be directly downloaded from PIAC / PPRA website.**

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**TENDER SCHEDULE "A"**

**For the Procurement of Giveaways item (Stationary).**

S. No	Description	Qty Each	Brand	Unit Price	Total Price
01	Scale Flexible Flexible Scale 8" inch	50,000			
02	Scale Flexible Multi – Function Scale 6" to 8" inch	10,000			
03	Badges Motivational Characters	10,000			
04	Lead Pencil Non – Sharpening Pencil	50,000			
05	Lead Pencil Unsharpened Pencils with Erasers	100,000			
06	Magnetic Compass	10,000			
07	Eraser (Rubber) Required Fancy Erasers	50,000			
08	Stencils Plastic Assorted Plastic Stencils	50,000			
				<b><u>GST (If App)</u></b>	
				<b><u>2% Earnest Money Rs.</u></b>	
				<b>Total Amount</b>	

**Tender Terms & Conditions:** →

- A. All items should be Individually Packed in Transparent Self Sticking Bag (Preferably with Printing of PIA Logo) at the time of Delivery.**
- B. All participants are required to affirm that:**
- They have quoted the rates *inclusive of all GOVT Taxes* but; *GST Separately*.
  - SCM Department (PIA) will not be held responsible for any postal delay.
  - **Validity of Quote:** Quote must be valid for **120 Days** countable from date of opening of Technical Bid.
  - **Registration of Firm:** Participated must be registered with FBR (active Tax Payer in GST) as *Importer, Distributor, Whole Seller, Stockiest, General Order Supplier*.
  - **Delivery:** Delivery must be made as per Schedule given in Purchase Order.
  - **Rejection:** Item found below PIA standard shall be rejected / returned at the cost to the vendor.
  - **Clearly mention in Tender Document that all quotes must be TYPED/PRINTED. Hand written bid/unit rate; with a pen, pencil, marker, pointer etc. will be rejected.**
  - **All supplies to be delivered via TYPED/PRINTED document on Letter Head of the organization.**
  - **Guarantee / Warranty:** Guarantee & Warrantee must be provided. (if Applicable)
  - **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.
  - **Deduction of Tax:** Income Tax will be deducted at source.
  - **Sample:** Sample Qty 03 of each Giveaways item (Stationery type), with brand name must be provided at the time of tender opening for evaluation purpose.
  - PIA reserves the right to split the order and accept or reject any tender without assigning any Reason.
  - Required / tendered quantity may increase or decrease by **15%**.
    - **Tender Fees Rs. 3,000/- will be applicable in shape of Pay Order (Not Refundable).**
- C. Declaration by Bidder:** We/ I hereby affirm that all terms and conditions of the said tender have been read and understood and we / I expressly confirm and agree that our bid is in consonant to the terms and conditions of the tenders.

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

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

DESIGNATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Contact Person \_\_\_\_\_

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

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

SEAL \_\_\_\_\_