

**Ref: 20012473**  
**Dated: 09-07-2020**

## M/S:

Kindly send your sealed Envelope on “Single Stage Single Envelope basis, quotation must be drop in the tender box marked “**Commercial Purchases**” placed in the main entrance of SCM Building, Karachi for the following item(s) latest by at 10:30 hrs. Which will be opened at 11:00 hrs. Envelope containing tender, must mention **PIA Ref No.** and **Date of Opening. DT: 13 -07-2020** PIA will not be responsible for any postal delay.

S#	Qty	Unit	Description	U Rate	GST	Delivery	Brand
01	01	EA	HP LASER JET TONER / CARTRIDGE FOR PRINTER 1020 HP-12A				
02	02	EA	DUPLICATING BOOK ALBA OR EQUIVALENT				
03	02	EA	REGISTER 200 PAGES PARAGON OR EQUIVALENT				
04	03	EA	SIGNATURE PEN SIGNATURE BLU OR EQUIVALENT				
05	10	EA	CD-RE-WRITABLE MAXCELL OR EQUIVALENT				
06	02	EA	AIRFRESHNER SANDAL OR EQUIVALENT				
07	02	EA	STAMP PAD INK DOLLAR OR EQUIVALENT				
08	10	EA	NOTE BOOK RING BINDING NOBLE OR EQUIVALENT				
09	40	PKT	STAPLER PIN DOLLAR OR EQUIVALENT				
10	10	EA	STICKING NOTES NOBLE OR EQUIVALENT				
11	06	EA	THUMB PIN DOLLAR OR EQUIVALENT				
12	10	EA	FILE COVER KORONA OR EQUIVALENT				
13	10	EA	ERASER (RUBBER) DUX OR EQUIVALENT				
14	10	EA	PAPER CLIP IMPORTED OR EQUIVALENT				
15	50	EA	LEAD PENCIL DOLLAR OR EQUIVALENT				
16	10	EA	HIGHLIGHTER DOLLAR OR EQUIVALENT				
17	02	EA	COMMON PIN IMPORTED OR EQUIVALENT				
18	20	EA	CELL (AAA) TOSHIBA GREEN OR EQUIVALENT				
19	15	EA	BOARD MARKER ERASABLE DOLLAR OR EQUIVALENT				
20	10	EA	BOARD MARKER PERMANENT DOLLAR OR EQUIVALENT				
21	10	EA	BOX FILE IMPORTED				
22	03	EA	ATTENDANCE REGISTER 200 PAGES PARAGONE OR EQUIVALENT				
23	01	EA	WIRELESS KEYBOARD & MOUSE HP OR EQUIVALENT				
24	02	EA	MOUSE HP OR EQUIVALENT				
25	10	EA	BALL PEN BLACK SIGNATURE BLU OR EQUIVALENT				
26	100	EA	BALL PEN BLUE SIGNATURE BLU OR EQUIVALENT				
27	200	EA	CELL (AA) TOSHIBA GREEN OR EQUIVALENT				
28	03	EA	GUM STICK UHU OR EQUIVALENT				
29	02	EA	STAPLER OPAL OR EQUIVALENT BEST QUALITY				
30	03	EA	THUMB PIN DOLLAR OR EQUIVALENT				
31	02	EA	BOX FILE KORONA OR EQUIVALENT				
32	01	EA	REGISTER 200 PAGES PARAGONE OR EQUIVALENT				
33	01	EA	CUTTER IMPORTED OR EQUIVALENT				
34	01	EA	HP LASER JET TONER / CARTRIDGE FOR PRINTER 1020 HP-12A				

**Tender Terms & Conditions:** →

**A. All participants are required to affirm that:**

- They have quoted the rates inclusive of all GOVT Taxes but; GST Separately.
- Required / tendered quantity may increase or decrease by **15%**.
- 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.
- **Note:** Participant must be an Authorized distributor, Manufacturer, dealer & General order supplier.
- **Registration of Firm:** Participated must be registered with FBR (active Tax Payer in GST) as Manufacturer, Authorized distributor, dealer & 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.
  - **Rates on Bids must be TYPED on Computer OR Typewriter.**
  - **Hand written Bids like written by Pen, Pencil, Marker, Pointer etc will not be accepted and Bid will Be REJECTED On Spot.**
- **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.
- **Bid Cancellation:** PIA reserve the right to split the order and accept or reject any tender without assigning any reason.
- **Sample:** Qty 01 Safety Shoes Pair (with Brand name) must be provided at the time of tender opening for evaluation purpose.
- **Tender Process Rs: 500/- will be applicable in shape of Pay Order Not Refundable.**

**B. 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.

Yours truly,  
For Pakistan International Airline

**DGM Purchases Commercial**

Tender Signature \_\_\_\_\_

Name \_\_\_\_\_

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

E mail \_\_\_\_\_

GST NO \_\_\_\_\_

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

Seal \_\_\_\_\_

Address \_\_\_\_\_