

## Pakistan International Airlines

Commercial Purchases Section – 1<sup>st</sup> Floor, Supply Chain Management Department,  
PIACL Airport, Karachi – 75200 - Pakistan  
Tel: 99043304, Fax: 34570120

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REF: DGMPC/Stationery/002/20

Dated: 24-05-2021

Tender Cost: PKR 7,000.00 (for local bidders)

→ Tender Fee to be placed in [Technical Bid](#)

### INVITATION TO TENDERS AND INSTRUCTIONS TO TENDERERS

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

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#### Re-Tender

Subject: Tender Document for the Procurement of Stationery Items

(Annual Quantity /Supply should be make as and when required basis)

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 **30-06-2021**. 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 with a pay order of PKR 100, 000 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 PKR 500, 000 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 PKR 100, 000 (Refundable).

#### **Technical Proposal should have following documents.**

- a) Tender Fees Pay Order of RS. 7,000 (NON REFUNDABLE).
- b) **Sample Qty 01 each items of stationery in proper packing (with brand name) must be provided at the time of tender opening for evaluation purpose.**
- c) Company profile, Copy of GST & NTN certificate and technical literature. **(02-Sets of Technical Proposal – Two Separate Files containing Technical Proposals inserted in 02 Files Cover (one for Evaluation & one for File Record MANDATORY))**

**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 **figures** in Pakistan Currency. Additional information, if any must be linked with entries on the Schedule to Tender.
- d) Offers must be valid for 190 days.
- e) Quotation must be written on PIA prescribed form otherwise Bids will not be entertained.
- f) **Quoted rates must be valid for one year supplies after receiving LOI/Purchase Order.**

**Note: Under PPRA Rule 38A, (incorporated newly by PPRA Authority):**

- g) **A bidder may offer unconditional discount, in percentage of their quoted price or bids, before opening of the financial proposal.**
- h) **The discounted bid price shall be considered as original bid for evaluation being integral part of the bid.**
- i) **No offer of discount shall be considered after the bids are opened.**

**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 & B

Notes:

**Prescribed Tenders form for the subject item may be directly downloaded from PIAC / PPRA website.  
PIA Tender web link - <https://www.piac.com.pk/corporate/sales-procurement/tenders>**

**REF: DGMPC-Stationery-002-20**
**TENDER SCHEDULE "A"**
**Procurement of Stationery Items (Must Attached with Financial Proposal ONLY)**

S. No	Description	Qty	Unit Price	Total Price
1.	AIR FRESHNER 300ml or standard packing Sandal/Paradise or Equivalent	500 EA		
2.	BALL PEN (Mix Color) - Signature Blue or Equivalent	20,000 EA		
3.	BINDING TAPE - 2" Width & Length 30 yards	100 EA		
4.	GEL PEN - Signo or Equivalent	500 EA		
5.	GIMSA / Equivalent GLUE - Local	1,000 BTL		
6.	GOLDEN FORM PAPER - SIZE: 15 X 11 = 01 Ply 62 TO 65 GSM Local Century / Equivalent Paper	200 BOX		
7.	GOLDEN FORM PAPER - SIZE: 9.5 X 11 = 01 Ply 62 TO 65 GSM Local Century / Equivalent Paper	250 BOX		
8.	ERASER (RUBBER) - Dux or Equivalent	2,000 EA		
9.	CORRECTION PEN / BLANKO / WHITE PEN - Dux or Equivalent	2,500 EA		
10.	CORRECTION FLUID WITH THINNER - Pelikan /Equivalent	700 Set		
11.	HIGHLIGHTER - Dollar /Equivalent (Mix color)	4,000 EA		
12.	MARKER PERMANENT Mix Color – Dollar/ Equivalent	4,000 EA		
13.	MARKER ERASABLE Dollar/Equivalent Mix Colors	4,000 EA		
14.	INK FOR BOARD / Erasable MARKER - Dollar/Equivalent Mix Colors	200 EA		
15.	INK FOR PERMANENT MARKER - Crystal /Equivalent Mix Colors	300 EA		
16.	LEAD PENCIL Dollar or Equivalent	8,000 PKT		
17.	POINTER PEN (Mix Color) - Dollar or Equivalent	8,000 EA		
18.	SHARPENER - Normal size Dux or Equivalent	2,000 EA		
19.	TABLE SHARPENER - Imported Quality /Equivalent	75 EA		
20.	SIGNATURE PEN.UB-157 (Mix Color) Grip , EYE ,Unibal / Pilot or equivalent	200 EA		
21.	CUTTER SDI or Equivalent Imported	400 EA		
22.	PAPER CUTTER SDI or Equivalent	400 EA		
23.	COMPUTER PAPER P-II - 9.5" X 11" = 65 GSM Box of 1000 sheets Imported	250 BOX		
24.	COMPUTER PAPER P-III - 9.5" X 11" = 65 GSM Box of 1000 sheets Imported	250 BOX		
25.	CALENDAR TABLE Best Quality	100 EA		
26.	CARBON PAPER F4 Ruby or equivalent	750 PKT		
27.	COLOURING FLAG Import Quality / Equivalent	5,000 PKT		
28.	FLAG FILE Import Quality / Equivalent	2,000 PKT		
29.	ATTENDANCE REGISTER 200 PAGES - Noble/Equivalent	1,000 EA		
30.	REGISTER 200 PAGES - Noble/Equivalent	1,000 EA		
31.	REGISTER 400 PAGES - Noble/Equivalent	500 EA		
32.	FILE SEPARATOR SET A-4 SIZE PKT of 10	150 EA		
33.	DUPLICATING BOOK Best Quality	200 EA		
34.	DIARY Best paper Quality	100 EA		
35.	DUPLICATING PAPER REAM - OF 500 SHEETS Best Quality	500 EA		
36.	ELFY Elephant or Equivalent	200 EA		
37.	WIRELESS KEY BOARD & MOUSE - USB Port HP,DELL/EQUIV	600 EA		
38.	KEY BOARD NEW A4 Tech or Equivalent	700 EA		
39.	KEY BOARD Refurbished HP or Equivalent	700 EA		
40.	L-SHAPE FOLDER A-4 Local	300 EA		
41.	L-SHAPE FOLDER F-4 Local	200 EA		
42.	RING FOLDER Local	500 EA		
43.	LAMINATION POUCH Local	250 EA		
44.	MOUSE PAD Best Quality	500 EA		
45.	MOUSE A4 Tech or Equivalent	2,000 EA		
46.	RIBBON LQ 590 Epson or Equivalent	100 EA		
47.	RIBBON LQ-350 Epson or Equivalent	100 EA		
48.	RIBBON LX-300 Epson or Equivalent	100 EA		
49.	RIBBON LQ 2170 Epson or Equivalent	100 EA		
50.	RIBBON LQ-310 Epson or Equivalent	100 EA		
51.	RIBBON LQ-300 Epson or Equivalent	100 EA		
52.	RIBBON OKI 180 Epson or Equivalent	100 EA		
53.	RIBBON OKI 182/390 Epson or Equivalent	100 EA		
54.	USB 32GB Kingston/Equivalent with warranty	1,000 EA		
55.	USB 64GB Kingston/Equivalent with warranty	500 EA		
56.	USB 128GB Kingston/Equivalent with warranty	100 EA		
57.	STAMP MACHINE SMALL with officer rubber seal S- 822/23/Equivalent	50 EA		

58.	BOX FILE - IMPORTED Quality / Equivalent	3,000 EA		
59.	BOX FILE - LOCAL Quality / Equivalent	3,000 EA		
60.	FILE COVER A-4 Best Quality	700 EA		
61.	FILE COVER F-4 Best Quality	500 EA		
62.	CALCULATOR CT-512,Casio 14 Digit / Equivalent	300 EA		
63.	CALCULATOR CT- 9300 - CITIZEN 14 Digit / Equivalent	500 EA		
64.	CD-R Maxell / Sony or Equivalent	500 EA		
65.	CD RE-WRITABLE Maxell / Sony or Equivalent	500 EA		
66.	CELL (AA) Toshiba Green or Equivalent	750 EA		
67.	CELL (AAA) Toshiba Green or Equivalent	750 EA		
68.	CLIP BOARD F-4 Local	100 EA		
69.	PAPER CLIP Imported	500 PKT		
70.	PAPER BINDER CLIP Imported or Equivalent	500 EA		
71.	BINDER FILE Best Quality	500 EA		
72.	FILE SEPARATOR Best Quality	500 EA		
73.	GUM LIQUID BOTTLE 500gm - Crystal or Equivalent	500 EA		
74.	GUM STICK 21GM - Dollar or Equivalent	1,000 EA		
75.	MEMO BOOK HOLDER Local	200 EA		
76.	MEASURING TAPE - STANDARD SIZE Imported	40 EA		
77.	NOTE BOOOK RING BINDING - Alba or Equivalent	1,500 EA		
78.	SCISSOR 6" Imported	500 Ea		
79.	COMMON PIN Imported	1,500 PKT		
80.	PAPER WEIGHT (Marble)	75 EA		
81.	PEN HOLDER WOODEN	75 EA		
82.	PLASTIC FILE A/4 Imported	600 EA		
83.	PLASTIC FOLDER Imported	600 EA		
84.	PAPER PUNCHER – MEDIUM - Opal or Equivalent	500 EA		
85.	PAPER PUNCHER- LARGE - Opal or Equivalent	300 EA		
86.	PAPER FLAG Imported	1,500 PKT		
87.	PAPER PINS Imported	2,000 PKT		
88.	RUBBER BAND NO 01 - Universal or Equivalent	20 KG		
89.	RUBBER BAND NO 02 - Universal or Equivalent	20 KG		
90.	RUBBER BAND NO 03 - Universal or Equivalent	20 KG		
91.	RUBBER BAND NO 04 - Universal or Equivalent	20 KG		
92.	SCALE (STEEL) MEDIUM Imported	1,500 EA		
93.	SCALE STEEL LARGE Imported	1,500 EA		
94.	STAMP PAD INK Dollar or Equivalent	1,000 BTL		
95.	STAMP PAD Dollar or Equivalent	500 EA		
96.	STAPLER 24/6 Opal or Equivalent	1,000 EA		
97.	STAPLER 24/8 Opal or Equivalent	1,000 EA		
98.	STAPLER PIN 24/6 Opal or Equivalent	8,000 PKT		
99.	STAPLER PIN 24/8 Opal or Equivalent	8,000 PKT		
100.	STAPLER HEAVY DUTY - Opal or Equivalent	20 EA		
101.	STAPLER PIN (LARGE) DOLLAR / Equivalent	2,500 PKT		
102.	STAPLE PIN REMOVER - Opal or Equivalent	750 EA		
103.	STICKING NOTES – Imported / equivalent	4,000 PKT		
104.	MASKING TAPE 1 " min 40-yards - Bull or Equivalent	1,000 ROLL		
105.	MASKING TAPE 2" - min 40-yards Bull or Equivalent	1,500 ROLL		
106.	TRANSPARENT TAPE 1 " min 40-yards - Deer or Equivalent	1,000 ROLL		
107.	TRANSPARENT TAPE 2" min 40-yards - Bull or Equivalent	1,000 ROLL		
108.	SCOTCH TAPE 1" min 40-yards - Deer or Equivalent	1,000 ROLL		
109.	SCOTCH TAPE 2" min 40-yards - Deer or Equivalent	1,000 ROLL		
110.	THUMB PIN Imported	3,000 PKT		
			<b>GST (If App)</b>	
			<b>Earnest Money Rs 100,000.00 (Refundable)</b>	
			<b>Net Total Amount Rs</b>	

**Note.**

1. **Successful Bidder is required to pay PKR 10, 000.00 (non-refundable) Evaluation Report Publication Cost (required to submit after issuance of Lol)**
2. **Tender will be awarded on Net TOTAL Amount LOWEST basis. Calculation MUST be DONE in REQUIRED columns.**
3. **(02-Sets of Technical Proposal – Two Separate Files containing Technical Proposals inserted in 02 Files Cover (one for Evaluation & one for File Record MANDATORY))**
4. **Samples / Brand Name / Broachers must be required with TECHNICAL Proposal.**



**Mandatory Requirements (Must attached with Technical Proposal)**

Must meet all technical specifications.

**Annual Quantity/Supplies should be make “As and when required basis”**

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

- They have quoted the rates *inclusive of all GOVT Taxes*; but; *GST Separately (if applicable)*.
- SCM Department (PIA) will not be held responsible for any postal delay.
- Validity of Quote: Quote must be valid for 190 Days countable from date of opening of Technical Bid & Extendable according with PPRA Rules.

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 (As & When Required Basis).
  - **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.
- Sample: Qty 01 each item of stationery in proper packing (with brand name) must be provided at the time of tender opening for evaluation purpose.
- Supply shall be as and when required basis for one year from the Approval / P.O. / LOI
- Required / tendered quantity may increase or decrease by 15%.
- Tender Fees Rs: 7,000/- 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 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, Cell & Fax No(s) \_\_\_\_\_

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

NTN Number \_\_\_\_\_

GST Number \_\_\_\_\_

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

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)  
(Enclose with technical proposal)

**General Manager (Procurement)**  
**Supply Chain Management**  
1<sup>st</sup> Floor Supply Chain Management (old P&L) Department, Building,  
Pakistan Intentional Airlines Corporation Limited  
Head Office J.I.A.P Karachi Airport 75200 Pakistan.

**Subject:           UNDERTAKING TO EXECUTE CONTRACT**

Dear Sir,

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

**Bidder's Signature** \_\_\_\_\_

**Name in Full** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Cell No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone No** \_\_\_\_\_

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

**N.I.C. #** \_\_\_\_\_

**Seal** \_\_\_\_\_

**Dated** \_\_\_\_\_

**INTEGRITY PACT / DISCLOSURE CLAUSE**

**Must be printed on company Letter Head**  
**(Submit with Financial Proposal)**

**Declaration of Fees, Commissions and Brokerage Etc. Payable by the Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers of Goods, Services & Works**

**M/s. \_\_\_\_\_ the Manufacturer / Authorized Distributor / Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.**

**Without limiting the generality of the forgoing the Seller / Supplier / Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.**

**The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.**

**The Seller / Supplier / Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be void-able at the option of Government of Pakistan.**

**Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.**



**REF: DGMPC-Stationery-002-20**
**TENDER SCHEDULE "B"**
**MUST ATTACH with TECHNICAL Proposal**

S.No	Description	Qty	Offer / Quality / Make / Brand / etc
1.	AIR FRESHNER 300ml or standard packing Sandal/Paradise or Equivalent	500 EA	
2.	BALL PEN (Mix Color) - Signature Blue or Equivalent	20,000 EA	
3.	BINDING TAPE - 2" Width & Length 30 yards	100 EA	
4.	GEL PEN - Signo or Equivalent	500 EA	
5.	GIMSA / Equivalent GLUE - Local	1,000 BTL	
6.	GOLDEN FORM PAPER - SIZE: 15 X 11 = 01 Ply 62 TO 65 GSM Local Century / Equivalent Paper	200 BOX	
7.	GOLDEN FORM PAPER - SIZE: 9.5 X 11 = 01 Ply 62 TO 65 GSM Local Century / Equivalent Paper	250 BOX	
8.	ERASER (RUBBER) - Dux or Equivalent	2,000 EA	
9.	CORRECTION PEN / BLANKO / WHITE PEN - Dux or Equivalent	2,500 EA	
10.	CORRECTION FLUID WITH THINNER - Pelikan /Equivalent	700 Set	
11.	HIGHLIGHTER - Dollar /Equivalent (Mix color)	4,000 EA	
12.	MARKER PERMANENT Mix Color – Dollar/ Equivalent	4,000 EA	
13.	MARKER ERASABLE Dollar/Equivalent Mix Colors	4,000 EA	
14.	INK FOR BOARD / Erasable MARKER - Dollar/Equivalent Mix Colors	200 EA	
15.	INK FOR PERMANENT MARKER - Crystal /Equivalent Mix Colors	300 EA	
16.	LEAD PENCIL Dollar or Equivalent	8,000 PKT	
17.	POINTER PEN (Mix Color) - Dollar or Equivalent	8,000 EA	
18.	SHARPENER - Normal size Dux or Equivalent	2,000 EA	
19.	TABLE SHARPENER - Imported Quality /Equivalent	75 EA	
20.	SIGNATURE PEN.UB-157 (Mix Color) Grip , EYE ,Unibal / Pilot or equivalent	200 EA	
21.	CUTTER SDI or Equivalent Imported	400 EA	
22.	PAPER CUTTER SDI or Equivalent	400 EA	
23.	COMPUTER PAPER P-II - 9.5" X 11" = 65 GSM Box of 1000 sheets Imported	250 BOX	
24.	COMPUTER PAPER P-III - 9.5" X 11" = 65 GSM Box of 1000 sheets Imported	250 BOX	
25.	CALENDAR TABLE Best Quality	100 EA	
26.	CARBON PAPER F4 Ruby or equivalent	750 PKT	
27.	COLOURING FLAG Import Quality / Equivalent	5,000 PKT	
28.	FLAG FILE Import Quality / Equivalent	2,000 PKT	
29.	ATTENDANCE REGISTER 200 PAGES - Noble/Equivalent	1,000 EA	
30.	REGISTER 200 PAGES - Noble/Equivalent	1,000 EA	
31.	REGISTER 400 PAGES - Noble/Equivalent	500 EA	

32.	FILE SEPARATOR SET A-4 SIZE PKT of 10	150 EA	
33.	DUPLICATING BOOK Best Quality	200 EA	
34.	DIARY Best paper Quality	100 EA	
35.	DUPLICATING PAPER REAM - OF 500 SHEETS Best Quality	500 EA	
36.	ELFY Elephant or Equivalent	200 EA	
37.	WIRELESS KEY BOARD & MOUSE - USB Port HP,DELL/EQUIV	600 EA	
38.	KEY BOARD NEW A4 Tech or Equivalent	700 EA	
39.	KEY BOARD Refurbished HP or Equivalent	700 EA	
40.	L-SHAPE FOLDER A-4 Local	300 EA	
41.	L-SHAPE FOLDER F-4 Local	200 EA	
42.	RING FOLDER Local	500 EA	
43.	LAMINATION POUCH Local	250 EA	
44.	MOUSE PAD Best Quality	500 EA	
45.	MOUSE A4 Tech or Equivalent	2,000 EA	
46.	RIBBON LQ 590 Epson or Equivalent	100 EA	
47.	RIBBON LQ-350 Epson or Equivalent	100 EA	
48.	RIBBON LX-300 Epson or Equivalent	100 EA	
49.	RIBBON LQ 2170 Epson or Equivalent	100 EA	
50.	RIBBON LQ-310 Epson or Equivalent	100 EA	
51.	RIBBON LQ-300 Epson or Equivalent	100 EA	
52.	RIBBON OKI 180 Epson or Equivalent	100 EA	
53.	RIBBON OKI 182/390 Epson or Equivalent	100 EA	
54.	USB 32GB Kingston/Equivalent with warranty	1,000 EA	
55.	USB 64GB Kingston/Equivalent with warranty	500 EA	
56.	USB 128GB Kingston/Equivalent with warranty	100 EA	
57.	STAMP MACHINE SMALL with officer rubber seal S- 822/23/Equivalent	50 EA	
58.	BOX FILE - IMPORTED Quality / Equivalent	3,000 EA	
59.	BOX FILE - LOCAL Quality / Equivalent	3,000 EA	
60.	FILE COVER A-4 Best Quality	700 EA	
61.	FILE COVER F-4 Best Quality	500 EA	
62.	CALCULATOR CT-512,Casio 14 Digit /Equivalent	300 EA	
63.	CALCULATOR CT- 9300 - CITIZEN 14 Digit / Equivalent	500 EA	
64.	CD-R Maxell / Sony or Equivalent	500 EA	
65.	CD RE-WRITABLE Maxell / Sony or Equivalent	500 EA	
66.	CELL (AA) Toshiba Green or Equivalent	750 EA	
67.	CELL (AAA) Toshiba Green or Equivalent	750 EA	
68.	CLIP BOARD F-4 Local	100 EA	
69.	PAPER CLIP Imported	500 PKT	
70.	PAPER BINDER CLIP Imported or Equivalent	500 EA	
71.	BINDER FILE Best Quality	500 EA	
72.	FILE SEPARATOR Best Quality	500 EA	
73.	GUM LIQUID BOTTLE 500gm - Crystal or Equivalent	500 EA	
74.	GUM STICK 21GM - Dollar or Equivalent	1,000 EA	
75.	MEMO BOOK HOLDER Local	200 EA	
76.	MEASURING TAPE - STANDARD SIZE Imported	40 EA	
77.	NOTE BOOOK RING BINDING - Alba or Equivalent	1,500 EA	
78.	SCISSOR 6" Imported	500 Ea	



Tender No. \_\_\_\_\_

Agreement No. \_\_\_\_\_

Date \_\_\_\_\_

**CONTRACT AGREEMENT**

THIS AGREEMENT is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2021 at \_\_\_\_\_ between PAKISTAN INTERNATIONAL AIRLINES CORPORATION LIMITED "PIACL" a Public Limited Company incorporated and governed under the law of Pakistan having its head office at Karachi Airport, Karachi – Pakistan (hereinafter as "PIA") (which expression shall include the successors, legal representatives and permitted assigns.

AND

[Name and registered address of supplier with registration details] (hereinafter referred to as "Supplier") which expressions shall mean and include its employees, agents, successors. Assigns or any other person (s) which may derive any title under (Customer's name)" M/s.....  
Agreed and shall be incorporated at the time of signing the contract.

WHEREAS PIAC required supply of \_\_\_\_\_ products. And whereas Supplier has offered the provisioning of material as precisely described in the attached "Schedule I" thereof for each item in required quantity and quality and whereas the supplier has represented to and assured PIAC that it has capability to supply the material desired / required by PIAC, and whereas PIAC has accepted the offer extended by the supplier upon terms and conditions set herein below:  
NOW THIS DEED WITNESSTH AS UNDER:

**ARTICLE – 1: TERMS OF THE AGREEMENT**

This agreement is valid for one year effective from \_\_\_\_\_ and remains valid till \_\_\_\_\_, unless sooner terminated under the provision of this Agreement. The first term agreement is also extendable by PIA, if deemed necessary, for another 55 days or any term less than it on the same rates, terms and conditions. The quantities of supplies may also be increased up to 15 % of total quantity on same rates accordingly.

**ARTICLE – 2: TERMINATION OF THE AGREEMENT**

Notwithstanding anything contained in this Agreement, each party shall have the right to terminate the Agreement at any time at its option upon giving 90 days written notice to the other party with assigning any reason or cause thereof.

**ARTICLE – 3: PRICES**

PIAC agrees to accept the material / services as per agreed rates described in the annexed Schedule(s). These rates shall include Sales, Tax, Delivery Charges and any other charges / taxes required to be paid on any material supplied or services performed under this Agreement and shall remain firm and final for the duration of this Agreement (and possible extension, if any) which shall not be enhanced by the supplier on any account whatsoever. However, on provision by the supplier of all related Govt. notification and the support of their applicability on him or products in writing, all taxes/levies such as Sales Tax, Octroi or taxes under any name levied on the product by the Federal, Provisional or Local governments, or added to the existing taxes after the prices quoted will be added to the quoted prices and applied accordingly to the bills/invoices. Similarly, benefit of all Federal Provincial or Local government taxes, withdrawn from the existing taxes, after the price quoted in the tender will be passed on to PIAC by subtracting them from the bills / invoices.

**ARTICLE – 4: PAYMENT**

Payment in respect of supply shall be made by Finance Manager SCM, Karachi, within 30 days of the submission of the pre-receipted / certified bills along with prescribed Sales Tax invoices and other proof of payment of taxes in case of taxable goods, which are to be drawn strictly in conformity with the orders placed by the concerned department under this Agreement. The payment(s) shall be made to the supplier after deduction of all required Government taxes or fees levied by any Federal / Provincial Government or its authorities.

**ARTICLE – 5: SECURITY DEPOSIT**

The supplier may provide a Pay Order in the name of Pakistan International Airlines or bank guarantee of equivalent to 5% of the bid value amount in lieu of cash / (Pay Order) at his sole discretion. If an irrevocable Bank Guarantee is provided as Earnest Money, then the validity of this bank guarantee may be replaced by another irrevocable Bank Guarantee as security deposit with the validity period equal to the duration of the contract plus 180 days.

However, upon successful completion of the contract and not further extended, the bank guarantee will be returned within 90 days.

PIAC shall always have lien to this deposit to recover any amount in case the Supplier fails to comply with any or all provisions of this Agreement or any other extension thereof. PIAC shall have the right to recover / adjust all liabilities of the supplier from the amount deposited or bank guarantee furnished by the supplier.

The Risk Purchase condition against the defaults included in ARTICLE-9, the amount of risk purchase & on any other default shall be deducted from security deposit of the bidder

**ARTICLE – 6: RECOVERIES**

When any amount is recoverable from the Supplier due to risk purchase or any other default under this Agreement. PIA shall be entitled to deduct any such amount from the pending bills of the Supplier whether due in respect of this or any other Agreement and / or from any other due amount of the Supplier lying with PIA the Supplier will have no objection on receipt of the same.

**ARTICLE – 7: MODE OF SUPPLY**

- a) Supply is to be made on as & when required basis or as specified in purchase order. The requirement for a day will be provided two days in advance and time of delivery of material, as specified on the PIAC Flight Kitchen's Purchase Orders / Receipt Forms, will have a cushion of 4 hours which shall be followed by the Supplier. These requirements shall be in line with the Monthly / weekly projections of PIAC referred in Article 9.
- b) The supplier's employee/s bringing deliveries of frozen products supplies will bring, without fail, copies of delivery challans along with the supplies to fulfill documents / check formalities.

**ARTICLE – 8: HYGIENIC STANDARD**

- a) The items supplied shall be in conformity with the quality standards laid down in "Schedule \_\_\_\_" in respect of physical specifications and "Schedule A / B & C" (if any) in respect of microbiological specifications for each product. In the event of non-conformity the relevant batch of supplies shall be replaced by the supplier at its own cost. The samples for testing standards (if any) specified herein will be taken promptly at the time of arrival of supplies; sealed samples will be retained both by PIAC and the Supplier for submitting to an expert laboratory for microbial specifications. The costs/ expenses associated with such testing shall be borne by the supplier
- b) Material is to be brought in clean and hygienically fit crates / cartons covering as per defined guidelines to be handed over to the Supplier.
- c) The supplier's employees entering PIAC Flight Kitchen Building for delivery of fresh supplies would be in clean uniform / clothes as per defined guidelines to be handed over to the Supplier.
- d) In case of noncompliance of any of above conditions the supplier shall be notified in writing specifying the deficiency. In case the deficiency is not rectified within 15 days of notification a fine up to 2% of value of said supply shall be imposed and intimated to the supplier / rep of supplier and the same will be deducted from the Supplier's bills.

**ARTICLE – 9: DELIVERY**

TIME IS THE ESSENCE OF THIS AGREEMENT. All deliveries shall be completed as specified in the mode of supply described herein below or the delivery schedule given in the purchase order / requisitions, which however, will be in conformity with Article 7. Unless otherwise agreed, delivery of the material under this agreement shall be made at PIAC Flight Kitchen / Stores at concerned station. PIAC shall give monthly / weekly projections of requirement for each delivery of store to the supplier 30 / 07 days before start of the month / week. Should then supplier fail to deliver any supplies within the stipulated time as mentioned in the delivery schedule or any extension thereof, PIAC shall be entitled at its sole discretion to purchase from elsewhere such supplies at the risk and expenses of the Supplier and or impose penalty of liquidated damages as provided herein below:

- a) That in case of any violation of the delivery schedule by the supplier, Deputy General Manager Purchase without prejudice to its other rights and remedies shall have the right to claim liquidated damages from the supplier upto 5 % of the value of supplies on the day of delay for one to three hours and upto 10% exceeding late delivery afar from three hours. In case of delay in delivery beyond 24 hours of the delivery schedule by the Supplier, Deputy General Manager Purchase Commercial shall have the right to carry out risk purchase underwritten intimation /email to the supplier.
- b) If the Supplier fails to supply less than 75% of an ordered quantity of the delivery schedule, PIAC have the right to carry out Risk Purchase underwritten intimation /email to the supplier.
- c) In order to avoid risk purchase situation on account of reasons given in (a) and (b) above, PIAC will maintain a stock of three days for contingencies; and in case of unavoidable situation PIAC may exercise the right of risk purchase and will take necessary steps diligently to obtain fair price as prevalent in the market or shall pursue the second lowest bidder on the basis of rates quoted in the tender.
- d) In case action is taken as mentioned above, the Supplier shall be liable and accounted for any reasonable price difference which may result out of such transaction.
- e) The annual quantities mentioned in the annexed schedule(s) may increase / decrease up to 15% according to the requirement of the PIAC and the Supplier agrees to supply the same accordingly. In case of such increase in quantities, the rates shall remain same and no addition in unit rate/ cost shall be acceptable. There will be no compensation for decreased quantity.
- f) Supply is to be made strictly as per specifications given in the Purchase Order(s). The employees of the Supplier bringing deliveries will deliver the same along with copies of delivery challans to fulfill the checking formalities.

**ARTICLE – 10: TEST REPORT**

It is hereby agreed that the supplier will provide a chemical test report about the item delivered to PIAC after the interval of every six months or yearly for HACCP record.

**ARTICLE – 11: INSPECTION**

- a) All supplies shall strictly conform to specification. In the event of non-conformity, inspection will be carried out by the authorized representatives of PIAC in reference to the batch numbers, production date, delivery dates, storage condition etc.
- b) If as a result of testing or checking, any supplied items / article is found to be of substandard quality and / or not in accordance with the specification because of the reasons solely attributable to the supplier, PIAC shall have the right to reject the same. PIAC will then allow the Supplier to replace the supplied material within 24 hours without extra cost to PIAC. In the event the Supplier fails to replace the quantity, PIAC may buy the quantity of supply so rejected, from elsewhere at the risk and cost of Supplier underwritten intimation to the Supplier. Purchases thus made may exceed the contracted rates but shall be reasonable.
- c) Verdict regarding rejection, acceptance and / or deviation of supplies delivered as confirmed by the joint committee of authorized representatives of PIAC and the supplier shall be binding on the parties. However, if the Supplier desires to appeal against the decision of such rejection, he may appeal to– Incharge Supply Chain Management, PIAC within 7 days of the cause of disagreement and if the appeal is so preferred, the decision of Incharge Supply Chain Management, PIAC shall be final and binding on the Supplier.
- d) All the above said liabilities of the Supplier are without prejudice to its other present / future liabilities arising from this Agreement whether due to performance and / or non-performance of its contractual obligation(s) or otherwise.

**ARTICLE 12: INDEMNITY**

The Supplier undertakes and agrees to indemnify and hold harmless PIAC, its officers and agents from and against all claims, demands, liabilities, damages and expenses of any nature whatsoever, arising out of or resulting from this Agreement whether due to performance / non-performance of any services under this Agreement by the Supplier, its employees or its agents or otherwise. In any case, the obligation on the part of the Supplier to indemnify shall be limited to cases where cause(s) giving rise to any such claim, demand, liability, damage, expenses etc are proven to have been attributed beyond doubt solely to the Supplier.



**ARTICLE 13: INSOLVENCY AND BREACH OF CONTRACT**

Should the supplier be adjudicated insolvent or made to enter into any agreement for composition with creditors or be wound up either compulsorily or voluntarily or commit any breach of this Agreement not herein specifically provided, PIAC shall have the right to declare the Agreement terminated forthwith and in which case the Supplier shall be liable to the confiscation of security deposit and pay PIAC for any extra expenses which might incur but it shall not be entitled to any gain or compensation from PIAC.

**ARTICLE – 14: SCHEDULE**

For all intents and purposes, the schedule(s) annexed herewith shall form an integral part of this Agreement and the Supplier shall be bound to fulfill all the terms and conditions stipulated therein. Any deviation from the terms and conditions incorporated in the annexed schedule(s) or other part of the Agreement shall be deemed to be violation of this Agreement on the part of the supplier.

**ARTICLE – 15: FORCE MAJEURE**

Except as provided under this Agreement neither party shall be liable for any failure or delay in performing their obligation(s) due to any cause beyond its reasonable control including without limitation, fire, act of public enemy, war, rebellion, insurrection, accident, disease outbreak in live chicken, act of God, act of state or of the judiciary.

**ARTICLE – 16: BRIBE**

Any bribe, commission, gifts or advantages given, promised or defrayed by or behalf of the Supplier or his Partner, Agent or Servant or anyone on its behalf to any Officer, Servant, Representative or Agent or PIAC, for showing or for bearing to show favor or disfavor to any person in relation to his or any other agreement as aforesaid shall subject the Supplier to the cancellation of this and all or any other contract and also to the payment of amount to be decided by CEO/ Managing Director, PIAC as damages and the decision of the said CEO/ Managing Director in this respect shall be final and binding on the supplier.

**ARTICLE – 17: INTEGRITY PACT / DISCLOSURE CLAUSE (mentioned at page no. 09)****ARTICLE – 18: ASSIGNMENT AND EXCLUSIVITY**

The Supplier Shall not sublet, transfer or assign this Agreement to any other party without prior written Permission of PIAC. If the supplier assigns this Agreement to any other party wholly or partly in contravention of this Article, PIAC in its discretion may terminate this Agreement and / or black list or debar the Contractor for future to execute any contract with PIAC.

**ARTICLE – 19: WAIVER**

The failure either party at any time to require the performance by other of any of the terms and provisions hereof shall in no way effect the right of that party thereafter to enforce the same nor shall the waiver by either of the party or breach of any of the terms or provision hereof taken or held to be waiver of any succeeding breach of any such terms or provision itself.

**ARTICLE – 20: AUTHORITY OF PERSON SIGNING AGREEMENT AND DOCUMENT**

Person signing this agreement or any other document forming part of this Agreement on behalf of the Supplier shall be deemed to warrant that he has the authority to do so from the Supplier, and if on enquiry, it is revealed that the person so signing had no authority to do so. PIAC may without prejudice to other legal rights / remedies cancel the agreement without notice and hold the Supplier liable for all costs and damages.

**ARTICLE – 21: CORRESPONDENCE**

The Supplier will not correspond with or approach any other authority, persons directly or indirectly, whether the staff of PIA or otherwise except the Deputy General Manager Purchase Commercial and General Manager (Procurement) regarding any matter arising from this or any other Agreement with PIA. The Supplier may carry on correspondence with the designated officials of the User Department.

**ARTICLE – 22: MISCELLANEOUS**

- a) This Agreement supersedes all prior agreement(s), understanding(s) and communications (written and oral) relating to the subject. All terms and conditions of the Purchase Orders and the quoted rates are valid to the extent they are not repugnant with terms and conditions of this agreement or the parties specifically agreed in writing about any deviation from the terms and conditions of this agreement.
- b) Titles are inserted in this Agreement for the purpose of reference and convenience and in no way define, limits or describe the scope or intent of this Agreement and / or not be deemed an integral part thereof.
- c) Except for changes involving amendments relating to deliver schedule, this Agreement shall not be varied, modified, altered, amended or supplemented without mutual consent of the parties in writing.
- d) If any law requires that one or both parties to this Agreement register this agreement, pursuant to such law the entire cost of such registration shall be borne by the Supplier.
- e) The Supplier agrees that it shall from time to time do and perform such other and further sets or things and execute and deliver any or all such other and further agreement and instruments as may be required or reasonably requested by PIA to establish, maintain and protect its right and remedies under this Agreement.
- f) Only the authorized representative of the supplier having the Security Passes from PIA Security will be allowed to enter the PIA Flight Kitchen Area. The Security Passes will be arranged by the Supplier themselves with the coordination of General Manager (Food Services).
- g) In case of Pre-qualification; the bidder shall apply registration with PIA to Deputy General Manager (Procurement Management), PIA Stores Building, Karachi Airport.
- h) PIA has right to take necessary action/ blacklisting of firm in line with rules, on non-compliance of PO / agreement.
- i) This Agreement shall be binding upon and shall ensure to the benefit of both parties hereto and their respective successors and assignees provided always that any assignment shall have made in accordance with the Article-18 thereof.

**ARTICLE – 23: NOTICE**

All notices, requests and demands given to or made upon the parties shall be in writing and posted through Registered Mail and confirmatory Facsimile or email at the addresses set forth below:

**General Manager (Procurement)**

**Supplier**

Or

**DGM (Purchase Commercial)**

1<sup>st</sup> Floor, SCM Building,

PIACL Head Office Karachi Airport, Karachi

75200

Email: [dgmpe@piac.aero](mailto:dgmpe@piac.aero)

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**ARTICLE – 24: APPLICABLE LAW**

This Agreement shall be governed by the laws of Islamic Republic of Pakistan.

**ARTICLE – 25: GOVERNING LAWS & DISPUTE RESOLUTION**

- a) This agreement shall be governed and interpreted in accordance with Laws of Pakistan.
- b) The parties agree & submit themselves to exclusive Jurisdiction of the Courts at Karachi.
- c) Any dispute between the parties arising out of this agreement shall not be settled other than through Arbitration Act 1940. CEO/ MD PIACL, or his nominee shall be sole arbitrator whose award shall be binding upon the parties. Notwithstanding anything in this agreement PIA may continue to utilize subject matter services of the agreement from Contractor during the pendency of the Arbitration.

**ARTICLE – 26: PPRA ACT & RULES**

PPRA Act & Rules shall be followed, in true letter & spirit, in the process of awarding contract.

IN WITNESS WHEREOF THE PARTIES HEREUNTO SET THEIR HANDS OF THE DAY, MONTH AND THE YEAR MENTIONED HEREINABOVE

for and on behalf of

for and on behalf of

Pakistan International Airlines Corporation Ltd

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

Signature & Seal \_\_\_\_\_

Signature & Seal \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

**WITNESS**

**WITNESS**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name (in Block letters) \_\_\_\_\_

Name (in block letters) \_\_\_\_\_

C.N.I.C. No \_\_\_\_\_

C.N.I.C. No \_\_\_\_\_

*Note. LoI (Letter of Intent) must be pasted at Last Page of Contract.*