

Pakistan International Airlines
Supply Chain Management
Commercial Purchases Section
Tel: 99043304, Fax: 34570120
E-mail: dgmpc@piac.aero

Ref: DGMPC/Paper F-4 (Legal)/21

Dated: 25-01-2021

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

→ To be placed in Technical Bid

Successful Bidder is required to pay PKR 10,000.00 (non-refundable) Evaluation Report Publication Cost

→ To be placed in Financial Bid

INVITATION TO TENDERS AND INSTRUCTIONS TO TENDERERS

M/S _____

Subject: **Tender Document for the Procurement of F-4 Paper (Legal) Imported 80 GSM ±5%
PPC Brand OR Equivalent Packing Each Ream of 500 Sheets**

(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 **15-02-2021**. 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 **11.00 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. 7,000 (NON REFUNDABLE).
- b) **Sample Qty 01 Ream of F-4 paper imported (Legal) 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.

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.**

Procurement of F-4 Paper (Legal) Imported 80 GSM ± 5%

S. No	Description	Qty	Unit Price	Total Price
1	F-4 PAPER (LEGAL) MPORTED 80 GSM ± 5% F-4 PAPER SIZE (LEGAL) IMPORTED 80 GSM BRAND PPC OR EQUIVALENT PACKING: EACH REAM OF 500 SHEETS	1000 Ream		
			<u>GST (If App)</u>	
			<u>2% Earnest Money Rs.</u>	
			Total Amount	

Mandatory

Must meet all technical specifications.

Supplies will be required on "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*.
- 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.
 - 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 Ream of F-4 paper imported size (Legal) 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 No _____ Email _____

Contact Person _____ SEAL _____

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

**General Manager (Procurement)
Supply Chain Management
1st 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 borne 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.