

Pakistan International Airlines

Supply Chain Management
Commercial Purchases Section
Tel: 99043304, Fax: 34570120
E-mail: dgmpe@piac.aero

REF: DGMPC/Stationery/002/20

Dated: 05-11-2020

Tender Cost: PKR 6,000

INVITATION TO TENDERS AND INSTRUCTIONS TO TENDERERS

M/S _____

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 **25-11-2020**. 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. 6,000 (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.

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.**

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.**

**REF: DGMPC-Stationery-002-20
TENDER SCHEDULE "A"**

Procurement of Stationery Items

S. No	Description	Qty	Unit Price	Total Price
1.	AIR FRESHNER 300ml or standard packing Sandal/Paradise or Equivalent	500 EA		
2.	BALL PEN BLUE Signature Blue or Equivalent	10,000 EA		
3.	BALL PEN BLACK Signature Blue or Equivalent	2,000 EA		
4.	BALL PEN RED Signature Blue or Equivalent	800 EA		
5.	BALL PEN GREEN Signature Blue or Equivalent	250 EA		
6.	BALL PEN WITHOUT CAP Signature Blue or Equivalent	7,500 EA		
7.	BINDING TAPE 2" Width & Length 30 yards	100 EA		
8.	BLANCO PEN WHITE Dux /Equivalent	1,000 EA		
9.	GEL PEN 0.7mm Signo or Equivalent	500 EA		
10.	GIMSA GLUE Local	1,000 BTL		
11.	GOLDEN FORM PAPER SIZE: 15 X 11 62 TO 65 GSM	200 BOX		
12.	GOLDEN FORM PAPER SIZE: 9.5 X 11 62 TO 65 GSM	250 BOX		
13.	ERASER (RUBBER) Dux or Equivalent	2,000 EA		
14.	CORRECTION PEN Dux or Equivalent	500 EA		
15.	CORRECTION FLUID WITH THINNER. Pelikan /Equivalent	700 EA		
16.	HIGHLIGHTER Dollar /Equivalent Mix color	4,000 EA		
17.	MARKER PERMANENT Dollar OR Equivalent	4,000 EA		
18.	MARKER ERASABLE Dollar/Equivalent Mix Colors	4,000 EA		
19.	INK FOR BOARD MARKER Dollar/Equivalent Mix Colors	200 EA		
20.	INK FOR PERMANENT MARKER Crystal /Equivalent Mix Colors	300 EA		
21.	LEAD PENCIL Dollar or Equivalent	5,000 PKT		
22.	POINTER PEN BLUE Dollar or Equivalent	5,000 EA		
23.	POINTER PEN BLACK Dollar or Equivalent	2,500 EA		
24.	POINTER PEN GREEN Dollar or Equivalent	300 EA		

25.	POINTER PEN RED Dollar or Equivalent	200 EA		
26.	SHARPENER Normal size Dux or Equivalent	2,000 EA		
27.	TABLE SHARPENER Imported Quality /Equivalent	75 EA		
28.	SIGNATURE PEN.UB-157 Grip , EYE ,Unibal / Pilot or equivalent	200 EA		
29.	CUTTER SDI or Equivalent Imported	400 EA		
30.	PAPER CUTTER SDI or Equivalent	400 EA		
31.	COMPUTER PAPER P-I 9.5" X 11" = 65 GSM Box of 1000 sheets Imported	250 BOX		
32.	COMPUTER PAPER P-II 9.5" X 11" = 65 GSM Box of 1000 sheets Imported	250 BOX		
33.	COMPUTER PAPER P-III 9.5" X 11" = 65 GSM Box of 1000 sheets Imported	250 BOX		
34.	CALENDAR TABLE Best Quality	100 EA		
35.	CARBON PAPER A-4 Ruby or equivalent	750 PKT		
36.	COLOURING FLAG Import Quality / Equivalent	5,000 PKT		
37.	FLAG FILE Import Quality / Equivalent	2000 PKT		
38.	ATTENDANCE 200 PAGES Noble/Equivalent	1,000 EA		
39.	REGISTER 200 PAGES Noble/Equivalent	1,000 EA		
40.	REGISTER 400 PAGES Noble/Equivalent	500 EA		
41.	FILE SEPARATOR SET A-4 SIZE PKT of 10	150 EA		
42.	DUPLICATING BOOK Best Quality	200 EA		
43.	DIARY Best paper Quality	100 EA		
44.	DUPLICATING PAPER REAM OF 500 SHEETS Best Quality	500 EA		
45.	DVD RE-WRITABLE Sony/Maxell or Equivalent	600 EA		
46.	ELFY Elephant or Equivalent	200 EA		
47.	WIRELESS KEY BOARD & MOUSE USB Port HP,DELL/EQUIV	600 EA		
48.	KEY BOARD HP or Equivalent	700 EA		
49.	L-SHAPE FOLDER A-4 Local	300 EA		
50.	L-SHAPE FOLDER F-4 Local	200 EA		
51.	RING FOLDER Local	500 EA		
52.	LAMINATION POUCH Local	250 EA		
53.	LED PENCIL Dollar or Equivalent	3,000 EA		
54.	MOUSE PAD Best Quality	500 EA		
55.	MOUSE HP or Equivalent	2,000 EA		
56.	RIBBON LQ 590 Epson or Equivalent	100 EA		
57.	RIBBON LQ-350 Epson or Equivalent	100 EA		
58.	RIBBON LX-300 Epson or Equivalent	100 EA		
59.	RIBBON LQ 2170 Epson or Equivalent	100 EA		
60.	RIBBON LQ-310 Epson or Equivalent	100 EA		
61.	RIBBON LQ-300 Epson or Equivalent	100 EA		
62.	RIBBON OKI 180 Epson or Equivalent	100 EA		
63.	RIBBON OKI 182/390 Epson or Equivalent	100 EA		
64.	USB 8GB Kingston/Equivalent with warranty	5,00 EA		
65.	USB 16GB Kingston/Equivalent with warranty	1,000 EA		

66.	USB 32GB Kingston/Equivalent with warranty	1,000 EA		
67.	USB 64GB Kingston/Equivalent with warranty	500 EA		
68.	USB 128GB Kingston/Equivalent with warranty	100 EA		
69.	STAMP WITH MACHINE SMALL with officer rubber seal S- 822/23/Equivalent	50 EA		
70.	BOX FILE - IMPORTED Quality / Equivalent	3,000 EA		
71.	BOX FILE - LOCAL Quality / Equivalent	3,000 EA		
72.	FILE COVER A-4 Best Quality	700 EA		
73.	FILE COVER F-4 Best Quality	500 EA		
74.	CALCULATOR CT-512,Casio 14 Digit / Equivalent	300 EA		
75.	CALCULATOR CT- 9300 CITIZEN 14 Digit / Equivalent	500 EA		
76.	CD-R Maxell / Sony or Equivalent	500 EA		
77.	CD RE-WRITABLE Maxell / Sony or Equivalent	500 EA		
78.	CELL (AA) Toshiba Green or Equivalent	750 EA		
79.	CELL (AAA) Toshiba Green or Equivalent	750 EA		
80.	CLIP BOARD F-4 Local	100 EA		
81.	PAPER CLIP Imported	500 PKT		
82.	PAPER BINDER CLIP Imported or Equivalent	500 EA		
83.	BINDER FILE Best Quality	500 EA		
84.	FILE SEPARATOR Best Quality	500 EA		
85.	GUM LIQUID BOTTLE 142gm Crystal or Equivalent	500 EA		
86.	GUM STICK UHU 21GM Dollar or Equivalent	1,000 EA		
87.	MEMO BOOK HOLDER Local	200 EA		
88.	MEASURING TAPE STANDARD SIZE Imported	40 EA		
89.	NOTE BOOK RING BINDING Alba or Equivalent	1,500 EA		
90.	SCISSOR 6" Imported	200 EA		
91.	COMMON PIN Imported	1,500 PKT		
92.	PAPER WEIGHT (Marble)	75 EA		
93.	PEN HOLDER WOODEN	75 EA		
94.	PLASTIC FILE A/4 Imported	600 EA		
95.	PLASTIC FOLDER Imported	600 EA		
96.	PAPER PUNCHER – MEDIUM Opal or Equivalent	500 EA		
97.	PAPER PUNCHER- LARGE Opal or Equivalent	300 EA		
98.	PAPER PUNCH MACHINE. HEAVY DUTY Opal OR Equivalent	100 EA		
99.	PAPER FLAG Imported	1,500 PKT		
100.	PAPER PINS Imported	2,000 PKT		
101.	RUBBER BAND NO 01 Universal or Equivalent	20 KG		
102.	RUBBER BAND NO 02 Universal or Equivalent	20 KG		
103.	RUBBER BAND NO 03 Universal or Equivalent	20 KG		
104.	RUBBER BAND NO 04 Universal or Equivalent	20 KG		
105.	SCALE (STEEL) MEDIUM Imported	1,500 EA		

106.	SCALE STEEL LARGE Imported	1,500 EA		
107.	STAMP PAD INK Dollar or Equivalent	1,000 BTL		
108.	STAMP PAD Dollar or Equivalent	500 EA		
109.	STAPLER 24/6 Opal or Equivalent	1,000 EA		
110.	STAPLER 24/8 Opal or Equivalent	1,000 EA		
111.	STAPLER PIN 24/6 Opal or Equivalent	8,000 PKT		
112.	STAPLER PIN 24/8 Opal or Equivalent	8,000 PKT		
113.	STAPLER HEAVY DUTY Opal or Equivalent	20 EA		
114.	STAPLER PIN (LARGE) DOLLAR, DELI, DUX / Equivalent	2,500 PKT		
115.	STAPLE PIN REMOVER Opal or Equivalent	750 EA		
116.	STICKING NOTES Imported	4,000 PKT		
117.	MASKING TAPE 1 " min 40-yards Bull or Equivalent	1,000 ROLL		
118.	MASKING TAPE 2" min 40-yards Bull or Equivalent	1,500 ROLL		
119.	TRANSPARENT TAPE 1 " min 40-yards Deer or Equivalent	1,000 ROLL		
120.	TRANSPARENT TAPE 2" min 40-yards Bull or Equivalent	1,000 ROLL		
121.	SCOTCH TAPE 1" min 40-yards Deer or Equivalent	1,000 ROLL		
122.	SCOTCH TAPE 2" min 40-yards Deer or Equivalent	1,000 ROLL		
123.	THUMB PIN Imported	3,000 PKT		
			<u>GST (If App)</u>	
			<u>2% Earnest Money Rs.</u>	
			Total Amount	

Mandatory

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*.
- 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.

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 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: 6000/- 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 International 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 it 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 an 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 time the sum of any commission, gratification, brief, 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.