

**PIA**

**Pakistan International Airlines**  
Supply Chain Management Department  
Commercial Purchases Section  
Tel: 99045137, Fax: 34570120  
E-mail: [dgmpc@piac.aero](mailto:dgmpc@piac.aero)

Tender Ref: PR- 22010068

Dated: 19-05-2023

Tender Cost. PKR 5,000.00 (for local bidders)

Earnest Money: PKR 15,000

→ Both to be placed In [Technical Bid](#)

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

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Sub: Tender document for the Procurement of Offset Paper White  
Imported Paper OR Equivalent Size: 20" x 30" inch = 90 GSM ± 5%

Dear Sirs,

We are pleased to invite your sealed tenders for the items listed in the attached schedule/s. In case of more than one schedule separate tender for each schedule should be furnished. 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 Envelope Basis** addressed to General Manager Procurement, PIA Supply Chain Management Building JIAP Karachi by **05-06-2023**. The tenders may be dropped in the tender box marked as "**Tender Box Commercial Purchases**" placed at the entrance of the PIA Procurement & Logistics Building latest by 10:30 hours on the specified date. You may also send your tenders through registered A/D mail addressed to General Manager Procurement, which must reach before the closing date and time mentioned above. Tenders will be opened at **11:00 hours** the same day in the presence of tenderers. Late submitted will not be allowed / entertain as per Rule.
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 Commercial Purchase and Contract in this respect shall be final and binding.

**EARNEST MONEY**

The Tender should be accompanied by a **Rs 15,000** 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

Technical Proposal / 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. . 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 Rs **40,000** (if required) 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 if any 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 uploaded on PPRA/PIA website. After 10 days the Financial Proposal of only those bidders will be opened whose sample are found acceptable.

**Financial Proposal having following documents.**

a) The Schedule duly filled in, signed and sealed.

**Technical Proposal having following documents.**

a) Tender Fees Pay Order of RS. 5,000 (NOT REFUNDABLE)

b) Company profile, Copy of GST & NTN certificate and technical literature.

If not provided, bid will be rejected On Spot.

c) Pay Order for Earnest Money Rs 15,000 (Refundable).

**The outer cover of envelopes should bear address of the General Manager Procurement & Logistics, PIA Procurement & Logistics Building, JIAP 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.

**PRICE**

- 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 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.
- f) 1% of the total amount will be kept by PIA Finance till the completion of Warranty (if warranty required).

**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:

1. Tender Schedule-A
2. Terms & Conditions

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

**Tender Ref: PR-22010068**

**For the procurement of Offset Paper White Imported Paper OR Equivalent**

**Size: 20" x 30" inch = 90 gsm ± 5%**

Description	Unit	Quantity Required	Unit Rates (PKR) Without GST	GST (if applicable)	Total Value PKR (Including GST)
<b><u>Offset Paper White Imported OR Equivalent</u></b> Size: 20" x 30" inch 90 GSM ± 5% Packing: Ream of 500 Sheets	Ream	200 Ream			
<b>Total Amount.</b>					

Note: Hand written bid (RATES) via Pen / Marker etc may be **REJECTED**. Please TYPE the BIDS / UNIT RATES. Alternatively Transparent TAPE should be pasted over WRITTEN RATES, to avoid **REJECTION**

Prices must be inclusive of all taxes but GST separately.

**Terms and Conditions.**

- They have quoted the rates *inclusive of all GOVT Taxes*; but; *GST in currency separately*.
- Registration Of Firm:** Participated must be registered with FBR (active TAX payer in GST) as Importer, Distributor, Whole Seller, Stockiest / General Order Supplier.
- Required / tendered quantity may increase or decrease.
- SCM Department (PIA) will not be held responsible for any postal delay.
- Purchase Order will be awarded to lowest Evaluated Bidder.
- Delivery:** Delivery must be made as per Schedule given in Purchase Order.
- Validity of Quote:** Quote must be valid for **120 Days** countable from date of opening of Technical Bid.
- Rejection:** Item found below PIA standard shall be rejected / returned at the cost to the vendor.
- Please quote only one rate. More than one rates bid may be consider as Rejected
- Sample.** Qty 01 sheet of offset paper white Imported Paper OR Equivalent (with brand name) must be provided at the time of tender opening for evaluation purpose.
- 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.
- 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.

Tenderer's Signature. \_\_\_\_\_ Designation. \_\_\_\_\_

Address. \_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email. \_\_\_\_\_

GST No. \_\_\_\_\_ NTN NO. \_\_\_\_\_

Seal. \_\_\_\_\_