

## Pakistan International Airlines

Commercial Purchases Section – 1<sup>st</sup> Floor, Supply Chain Management Department,  
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Ref: PR-23010014

Dated: 28-02-2023

Tender Cost: PKR 5,000.00 (for local bidder)

Earnest Money: Rs 10,000

➤ Both to be placed in Technical Bid

### INVITATION TO TENDERS AND INSTRUCTIONS TO TENDERERS

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

Subject: Tender Document for the Procurement of NCR Paper White CFB  
Size: 23" x 36" inch = 50 GSM ± 5%

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 **20-03-2023**. 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 **Pay Order** in the name of **M/ s PAKISTAN INTERNATIONAL AIRLINES** as interest free Earnest Money (Refundable) to be placed in Technical Proposal in shape of Pay Order of an amount of PKR 10, 000 or a Bank Guarantee of equivalent amount (duly countersigned by the Head Office of the Bank), and remain be valid 3-months after expiry of the Contract. Tender without Earnest Money shall not be considered.

**SECURITY DEPOSIT**

- A) Successful bidders, upon award of Contract / Purchase Order shall also be required to furnish an additional amount of PKR 20, 000 (if required) as interest free Security deposit in shape of Pay Order or a Bank Guarantee of equivalent **amount (duly countersigned by the Head Office of the Bank), and remain be valid 3-months after expiry of the Contract.**

**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.

**Technical Proposal should have following documents.**

- a) Tender Fees Pay Order of RS. 5,000 (NON REFUNDABLE).  
b) **Sample: Qty 02 Sheet of NCR Paper White CFB 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.  
d) Pay Order for Earnest Money PKR 10, 000 (Refundable).

**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.  
f) 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 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**

**MGR (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: PR-23010014  
**TENDER SCHEDULE "A"**
**Procurement of NCR Paper White CFB Size: 23" x 36" inch =50 GSM + 5%**

S. No	Description	Unit	Qty	Unit Rates (PKR) without GST	GST (if applicable)	Total Value PKR (including GST)
1.	<b><u>NCR PAPER WHITE CFB</u></b> ➤ SIZE: 23" X 36" INCH = 50 GSM ± 5% ➤ PACKING: EACH PACKET / RM OF 500 SHEETS	Sheet	40000			
<b>18% GST (If Applicable)</b>						
<b>Net Total Amount Rs</b>						

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

Must meet all technical specifications.

**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.
- 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).
  - 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 02 Sheet sample of NCR Paper White CFB in proper packing (with brand name) must be provided at the time of tender opening for evaluation purpose.
- Required / tendered quantity may increase or decrease by 15%.
  - If the material is not supplied within the specified period same will be procured from elsewhere at the Risk & Expense of Supplier if Vendor fail to provide any justified reason in response to our notices).
  - Tender Fees Rs: 6,000/- will be applicable in shape of Pay Order Not Refundable

BIDDER'S SIGNATURE \_\_\_\_\_

BIDDER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Tel, Cell No \_\_\_\_\_ Email \_\_\_\_\_

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

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