

Pakistan International Airlines

Purchases Flight Kitchen Section,

1st Floor, Supply Chain Management Department Building, (PIAC), Head Office Karachi Airport-75200.

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<https://www.piac.com.pk/corporate/sales-procurement/tenders/> / www.ppra.org.pk

Tender Ref#: FSD-21010029

Dated: 15-02-2021

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

Printable at paper size: A4 page.

INVITATION OF TENDERS AND INSTRUCTIONS TO BIDDERS (MUST READ CAREFULLY).

M/s. _____

Sub: REQUIREMENT OF PAPER NAPKIN

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:-

SUBMISSION OF TENDER

1. You are required to send your sealed tenders In "Single Stage Two Sealed Envelope Basis" addressed to **D.G.M Purchases Commercial, Supply Chain management Department (Store) Building, PIAC Head Office, JIAP Karachi-75200** by **15-03-2021**. The tenders may be dropped in the tender box marked as "Tender Box Commercial Purchases" placed at the entrance of the PIA SCM (Store) Building latest by 10:30 hours on the specified date. You may also send your tenders through registered A/D, 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 bidders.
2. Both technical & Financial Proposals should be sealed with Scotch Tape
 - a) Tenders must be in two separate sealed envelopes;
 - ✓ (Technical Proposal) → with Tender Reference Number
 - ✓ (Financial Proposal) → with Tender Reference Number.
3. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for any postal delays. The decision of **General Manager Procurement** in all respects shall be final and binding.

Sign & Seal of Bidder

EARNEST MONEY

The Tender should be accompanied by a **2%** (two) of the total tendered value having been deposited in terms of a Pay Order [from any scheduled bank] must be payable at Karachi Pakistan in lieu thereof in the name of **M/S PAKISTAN INTERNATIONAL AIRLINES** as interest free Earnest Money (Refundable) with 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 bidders 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 if any shall be deposited as above.

PREPARATION OF TENDER

Tender will be opened on “**Single Stage Two Sealed 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 according to specification carried out by PIA Management. Financial Proposal of only those bidders will be opened whose sample are found acceptable. Evaluation Report as per PPRA Rule-35 will be uploaded on both PPRA/PIA websites.

Financial Proposal having following documents.

1. **Tender Schedule –“A”** Complete Form {All pages} duly filled in, signed, stamped every page and sealed with scotch tape.
- 2% Pay Order [from any scheduled bank] for Earnest Money (Refundable/Interest Free). (On back side of Pay Order Vendor must write company name/stamp, Tender Ref. No, date & 2% Earnest Money)
Successful Bidder is required to pay PKR 10,000.00 (non-refundable) Evaluation Report Publication Cost.

Technical Proposal having following documents “Mandatory Requirement”.

1. Tender Fees Pay Order of Rs.7,000/- for local bidder (Non-Refundable).
 - (On back side of Pay Order Vendor must write company name/stamp, Tender Ref. No, date & Pay Order for Tender Fee)
2. Quality samples (**20 PCS**) (Non-Returnable).
3. Company profile, Copy of GST & NTN certificate
4. **Tender Schedule “B”** must be attached with Technical Proposal/ all pages.
5. Food Grade Certificates. / Test Report of sample from PCSIR/PSOCA/Any Reputable Lab. (**only for non food items**) (if required)
6. Manufacturer/Authorized Distributor, (with Authorization Certification from Manufacturer)
7. Samples must be without stamp & without vendor name only temporary sticker for identification is allowed.

Sign & Seal of Bidder

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:

In any query without hesitate you will contact / emails above mentioned concerned officer.

- 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 Bidders 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 Local Receipt Section P&L Department Building PIA 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) Rates must be written on PIA prescribed form otherwise Bids will not be entertained.
- f) **Correction White Fluid or Over Writing strictly not allowed otherwise tender will be rejected/ not-considered.**
- g) For foreign bidders rates will be converted into local currency at the date of financial opening & will be locked till completion of P.O supplies.

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

- I. **A bidder may offer unconditional discount, in percentage of their quoted price or bids, before opening of the financial proposal.**
- II. **The discounted bid price shall be considered as original bid for evaluation being integral part of the bid.**
- III. **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 / cancel as per PPRA Rules.

Yours truly,
for **Pakistan International Airlines**

DGM Purchase Commercial.

Encl:

1. Tender Schedule "A" & "B" complete form.
2. Undertaking (If attached with tender)

Notes: 1- Prescribed Tenders form for the subject item may be directly downloaded from <https://www.piac.com.pk/corporate/sales-procurement/tenders/www.ppra.org.pk> websites.

Sign & Seal of Bidder

TENDER SCHEDULE "A".
REF NO: FSD-21010029

Particulars of Item	Unit	Quantity Required	Unit Rate PKR	GST [if Applicable on 30%]	Total Value Rs.
Paper Napkin (Specification on Page 5)	Each	1, 560,000			
Total Value in figures/words →					
TOTAL CONTRACT VALUE Rs. / Currency →					
2% EARNEST MONEY Rs. / Currency →					

Note: Hand written bid (RATES) via Pen / Marker / Pointer etc will not be acceptable. Only TYPED BID / TYPED UNIT RATES will be accepted. Alternatively Transparent TAPE should be pasted over WRITTEN RATES. Non-Compliance of above may result in REJECTION OF YOUR BIDS.

- **Quantity 70% is Zero Rated GST vide (Sales Tax Act-1990 Sec 4(b) Int'l Flights and Quantity 30% is for Domestic Flights with GST**
- **After receiving of P.O. bidder must submit additional amount (3 % of bid value) as Security Deposit within five (05) working days.**
- **Delivery required in Four (04) equal installments with the gap of 90 days**
- **First delivery required within 15 days after P.O received.**

Declaration by Bidder (s):

We/ I hereby confirmed having read and understood the terms and conditions of the tender and we / I expressly confirm and agree that our tender for the supply of above mentioned items are in terms of and subject to the terms and conditions of the tenders.

BIDDERS SIGNATURE: _____

BIDDERS NAME: _____

DESIGNATION: _____

ADDRESS _____

Tel No. _____

Fax No. _____

Cell No. _____

Valid Email : _____


GST No. _____

NTN NO. _____

TENDER SCHEDULE "B"

Mandatory Requirement

FSD-21010029

DESCRIPTION / SPECIFICATION OF ITEM	YES/NO
<p style="text-align: center;"><u>SPECIFICATION</u></p> <p style="text-align: right;">SPEC No: FSD/5107/15</p> <p>1. Item Name / Description :- Paper Napkin.</p> <p>2. <u>Specification</u></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> • Size → 33 x 33 cm (+/-5%). • Weight → 33 GSM, 2 Ply (+/-5%). • Fold → 2 ply fold. • Feel/Finish → Soft. • PIA Logo <div style="text-align: center; margin-top: 20px;">  <p>Great People to Fly With</p> </div> </div> <p>3. Design: - Self Design.</p> <p>4. Labeling : - PIA Logo Urdu/English Print.</p> <p>5. Packing: - 3,000 pcs (in one Carton)</p>	
<p>Manufacturer / Authorized Distributors are allowed to Participate, → Please attach copy of Authorization Certificate issued by Manufacturer.</p>	
<p>Participant must be registered with Sales Tax Authorities. → Please attach copy of GST Registration Certificate (indicating current "Active" status otherwise stand "Rejected" ab-initio).</p>	
<p>Quality samples Qty: 20 pcs must be submitted (non-returnable)</p>	
<p>Delivery must be made at PIA Flight Kitchen through PIA Local Receipt Section SCM Building as per delivery schedule given in PO.</p>	
<p>2% Earnest Money (Pay Order) must be submitted along with the Financial Proposal</p>	

Tender Terms & Conditions

1. If any stage documents provided by participants found tempered / bogus 2% deposited E/Money will be forfeited.
2. **For the life rack item should be (01) years expiry date from the delivery date.**
3. All participants are required to quote one rates inclusive all Govt: Taxes & GST separately.
4. Please note that quoted rates must be firm and final in all respect.
5. Guarantee & warrantee must be provided. (if applicable)
6. Payment **TERMS NET THIRTY (30) DAYS**, income tax will be deducted at source.
7. Quotation must be valid for 120 days from the date of technical proposal opening.
8. Quantity 15% may increase or decrease.
9. Bid will be awarded on technically qualified individual lowest rates basis.
10. All foreign vendors must send their sealed quotation via courier service directly to Director, Procurement & Logistic Department. PIA will not be responsible for any postal delay.
11. Items are subject to evaluation by providing advance sample to determine the required quality by the user department/Joint Evaluation Committee.
12. Item found below PIA standard shall be rejected & not entertained.
13. Supplier should fulfill all documentary requirements as per PIA procedure.
14. Must comply with Food Laws of Pakistan / product country.
15. It will be the suppliers' responsibility to obtain Entry Passes for PIA Flight Kitchen Division for their personnel and the vehicles from PIA. Security after completing the required formalities
16. Supplier staff delivering goods must be in clean uniform, non conformity will incur 02% deduction from the billing amount.
17. All Bidders should fulfill every column and attach the relevant documents along with the proposals.
18. If goods deliver late than delivery schedule mentioned in Purchase Order. An amount equivalent 2% of invoice / bill value will be deducted.
19. PIA has right to visit the bidder's manufacturing site.
20. Technically successful bidders will be informed their results & Financial Opening date.
21. **During the whole delivery period, PIA can verify the material from any independent Laboratory for which charges will be deducted from the bills / security deposit of the vendor.**
22. **If you have any query you can contact without any hesitation to concerned Procurement Officer email spo.fk@piac.aero +92-21-99045668**

Sign & Seal of Bidder

PARTICIPATION AUTHORIZATION LETTER

*Must be filled by Representative of Company with C.N.I.C Copy, Company Identification
& must be submit with Technical Proposal only*

TO WHOM IT MAY CONCERN

Dated: _____

I namely _____ bearing CNIC No. _____

representing M/s. _____, am hereby

authorized by my company to submit proposal against Tender No: _____

for (item) _____

to PIA and observe proceeding on tender opening day.

Copies of my CNIC & Company Card copy are enclosed.

Authorized Signature & Seal of Supplier with Designation _____

Address _____

Valid e.mail _____

Telephone No. _____ Cell No. _____

Fax No: _____ Email _____

Sign & Seal of Bidder