

Pakistan International Airlines
Supply Chain Management Department
Commercial Purchases Section,
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Tender No. 19015370
Dated; 13-01-2020
Tender Cost: PKR 6,000.00

INVITATION TO TENDERS AND INSTRUCTIONS TO TENDERERS

M/S _____

Sub: Tender document for the Procurement of Polythene sheet Transparent 38 inch Width, In Shape of Role sheet, 0.002 inch Thick, Oxo-Biodegradable

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 SCM Building JIAP Karachi by **29-01-2020**. 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. You may also send your tenders through registered A/D mail addressed to General Manager Procurement SCM, 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.
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 SCM 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 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.

Financial Proposal having following documents.

- a) The Schedule duly filled in, signed and sealed.
- b) Pay Order for Earnest Money 2 % (Refundable).
- c) Rates Tender Schedule-A

Technical Proposal having following documents.

- a) Tender Fees Pay Order of RS. 3,000.00 (NON RETURNABLE)
- b) Quality Sample 02 Pieces ((NON RETURNABLE)
- c) Company profile, Copy of GST & NTN certificate and technical literature (if Any).

The outer cover of envelopes should bear address of the **General Manager Procurement, PIA SCM 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.

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 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

Manager (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 SCHEDULE-A (Tender No. PC-19015370)

| Specifications | Qty | Unit Price (PKR) | GST if Applicable (PKR) | Total (PKR) |
|--|--|------------------|-------------------------|-------------|
| <u>Procurement of Polythene Sheet Transparent</u> <ul style="list-style-type: none"> • Oxo-Biodegradable • Thickness: 0.002" (inches) • Wide: 38" (inches) • Soft Brass: 0.048" (18SWG) • In shape of Role sheet • Weight of each bundle/Roll (Standard) • Packing material will not be a part of Weight | 7000 KG (Excluding Packaging Material) | | | |
| <u>Total GST if Applicable Rs.</u> | | | | |
| <u>Grand Total Rs.</u> | | | | |

Mandatory Requirement

- a) Tender Fees Pay Order of RS. 6,000 (NOT REFUNDABLE)
- b) Quality samples **(02)** (NOT RETURNABLE),
- c) Company profile, Copy of GST & NTN certificate
- d) Oxo-biodegradable Certificate
- e) Any Packing material used during the wrapping of polythene sheet shall not be included in weight during delivery.
- f) Only Manufacturers & Authorized Distributors of Manufacturer can apply for the tendering of Polythene Sheet.
Note → Valid Authorization letter Should be submitted at the time of technical opening
- G) 2% Earnest Money (Pay order, in favor of PIA only) must be submitted along with the Financial bid

If any of the above non-compliance with the technical literature, bid will not be Considered / Rejected

Terms & Conditions

1. Participant must be registered with Sales Tax authorities GST & must attach copy of GST Certificate
2. Guarantee & Warrantee must be provided.
3. Income Tax will be deducted at source.
4. All participants are required to mention all taxes in unit rate & GST separately.
5. Payment term net thirty days.
6. Blacklisted / Defaulted parties by PIAC, are not required to participate.
7. All participants must quote one rate and best delivery period.
8. Quotation must be valid for 120 days.
9. Please note that quoted rates must be firmed and final in all respect.
10. Delivery must be made at PIA Supply Chain Management Building, Karachi Airport.
11. Qty 15% may increase or Decrease.

TENDERER'S SIGNATURE _____ DESIGNATION _____

ADDRESS _____

Tel No. _____ Fax No. _____ Email _____

GST No. _____

NTN NO. _____

SEAL