

**PIA**

Pakistan International Airlines  
Supply Chain Management  
Commercial Purchases Section  
Tel: 99043304  
E-mail: [dgmipc@piac.aero](mailto:dgmipc@piac.aero)

REF: 20010109  
Dated: 17-6-2020  
Tender Cost: PKR 6,000

**INVITATION TO TENDERS AND INSTRUCTIONS TO BIDDERS**

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

\_\_\_\_\_

\_\_\_\_\_

Subject: **Tender Document for the Procurement of All In One Computer  
& Computer for IT Department**

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 Envelope**” Basis addressed to General Manager Procurement, PIA Supply Chain Management Building JIAP Karachi by **22-07-2020**. The tenders may be dropped in the tender box marked as “**Tender Box Commercial Purchases**” placed at the entrance of the PIA Supply Chain Management 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.

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**

- A) 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. 1% of the total awarded value in form of warranty Performance will be hold till the Completion of warranty as Described in Purchase Order and will be released after expiry of such warranty.

### **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).

#### **Technical Proposal having following documents.**

- a) Tender Fees Pay Order of RS. 6,000 (NOT REFUNDABLE)
- b) Company profile, Copy of GST & NTN certificate and technical literature.

**The outer cover of envelopes should bear address of the General Manager Procurement, PIA Supply Chain Management, 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.
- f) 1% of the total amount will be kept by PIA Finance till the completion of Warranty.

**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 Technical Specifications
2. Annexure C-Evaluation Criteria
3. Term & Conditions

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

### Desktop Tower Casing PC Specifications

|                            |   |
|----------------------------|---|
| <b>Generation</b>          | 7 <sup>th</sup> / 8 <sup>th</sup> Generation Intel® Core™ 65W/35W processor or higher                                     |
| <b>Type</b>                | Business / Professional series Desktop PC   |
| <b>Make</b>                | Branded HP / Dell / Equivalent  |
| <b>Form Factor</b>         | Micro tower PC  |
| <b>Chassis</b>             | Micro tower Chassis   |
| <b>Operating System</b>    | Windows 10 Pro 64 Factory Licensed or latest Or Equivalent  |
| <b>Processor</b>           | Intel Core i5 2400MHz or higher Quad Core CPU Or Equivalent   |
| <b>Available Memory</b>    | 8GB (1x8GB) DDR4 2400 NECC Unbuffered Memory. Maximum Memory supported upto 32 GB or higher DDR4-2400 SDRAM Or Equivalent |
| <b>Hard Drive</b>          | 500 GB 7200RPM SATA or higher Or Equivalent   |
| <b>Chipset</b>             | Intel® H270 or higher   |
| <b>Keyboard</b>            | USB Business Slim Wired Keyboard  |
| <b>Mouse</b>               | Optical USB Mouse   |
| <b>Optical Drive</b>       | Not Required  |
| <b>Dust Filter</b>         | Dust Filter inside the PC by manufacturer   |
| <b>Security Management</b> | Trusted Platform Module TPM 2.0   |
| <b>Led Monitor</b>         | 23 Inch LED Monitor or higher Or Equivalent   |

### All-in-one Specifications

|                              |   |
|------------------------------|---|
| <b>Generation</b>            | 7 <sup>th</sup> / 8 <sup>th</sup> Generation Intel® Core™ 65W/35W processor or higher Or Equivalent |
| <b>Type</b>                  | Business / Professional series All in One PC Or Equivalent  |
| <b>Make</b>                  | Branded HP / Dell / Equivalent  |
| <b>Form Factor</b>           | All-in-one PC   |
| <b>Operating System</b>      | Windows 10 Pro 64 Factory Installed or higher   |
| <b>Processor</b>             | Intel® Core™ i5 with Intel HD Graphics or higher Or Equivalent                                      |
| <b>Available Memory</b>      | 8 GB DDR4-2133 SDRAM or higher Or Equivalent  |
| <b>Memory supported upto</b> | 32 GB DDR4-2133 SDRAM or higher Or Equivalent   |
| <b>Hard Drive</b>            | 500 GB SATA 7200 rpm or higher Or Equivalent  |
| <b>Chipset</b>               | Intel® H110 or higher   |
| <b>Keyboard</b>              | USB Business Slim wireless Keyboard Or Equivalent   |
| <b>Mouse</b>                 | USB Mouse wireless Or Equivalent  |
| <b>Optical Drive</b>         | Not Required  |
| <b>Network interface</b>     | LAN   |
| <b>Security Management</b>   | Trusted Platform Module Enabled   |
| <b>Display LED</b>           | 23" or higher diagonal TN widescreen WLED backlit anti-glare (1600 x 900)                           |

**Mandatory Requirements**

|    | <b>Description</b>   | <b>Documents</b>             |
|----|--|------------------------------|
| 1  | Must fully comply all the technical specifications   | Yes/No (provide check-sheet) |
| 2  | Company must be <b>OEM/Certified Partner or Authorized Distributor</b>   | Relevant Documents           |
| 3  | NTN and or SECP registration certificate   | Relevant certificate         |
| 4  | Must be in business for at least 3 years   | Relevant Documents           |
| 5  | Must have office in Karachi or Lahore or Islamabad   | Office addresses             |
| 6  | Must have at least 3 customers to whom PCs and All-in-One have been supplied in last 3 years   | Relevant Documents           |
| 7  | Minimum 5 Million <b>per year</b> turnovers for the last two years   | Relevant Documents           |
| 8  | Company must provide letter from the <b>OEM/Certified Partner or Authorized Distributor</b> to participate in this tender and subsequently provision of services | Relevant Documents           |
| 09 | 1 Year OEM/Certified Partner or Authorized Distributor and 2 years vendor supported on-site warranty including labor and parts                                   | Yes/No                       |

**General Requirements (Vendor must take 50% of the General Requirements Marks to qualify for the opening of Financial Bid)**

| S.No. | Description   | Marks                        | Documents   |
|-------|---|------------------------------|---|
| 1     | Geographical Presence (including Karachi)   | 01 Location = 10<br>Max = 20 | Offices' addresses  |
| 2     | Technical Staff (relevant category Engineers + Technicians + Product Certified Resources) | 01 Staff = 02<br>Max = 20    | Staff List+ CVs of certified resources                                      |
| 3     | <b>Annual Turnover</b>  | 01 Million = 01<br>Max = 20  | Last three years Financial Statements                                       |
| 4     | Number of years in business   | 01 Year = 01<br>Max = 20     | Company registration certificate  |
| 5     | Similar products supplied in last three years   | 01 PO = 01<br>Max = 20       | Purchase Orders' Copies or customers 'letter or any other documentary proof |

| <u>S.No</u> | <u>Items</u>                     | <u>Unit Qty</u> | <u>Unit Rate</u> | <u>GST If Applicable</u> | <u>Total</u> |
|-------------|----------------------------------|-----------------|------------------|--------------------------|--------------|
| <u>01</u>   | <b>Desktop Tower Computer</b>    | 20              |                  |                          |              |
| <u>02</u>   | <b>All-in-one Specifications</b> | 30              |                  |                          |              |

**Terms and Conditions**

1. Tenders will be called on **Single Stage Two Envelope** basis.
2. Company must be OEM or OEM certified partner / or Authorized Distributor of OEM or Authorized Distributor of OEM certified partner.
3. Bid must be typed
4. All local bidders are required to submit 2% of total bid value in Financial Proposal as Earnest Money in shape of pay order.
5. **Bidders are required to submit a pay order of Rs. 6,000 (non-refundable) with Technical Proposal as Tender Documents fee.**
6. All participants are required to mention all taxes & GST separately.
7. Payment term net thirty days.
8. All participants must quote one rate and best delivery period.
9. Quotation must be valid for 120 days (Extendable).
10. Guarantee & Warrantee must be provided.
11. Please note that quoted rates must be firmed and final in all respect.
12. Item found below PIA Standard shall be rejected / returned.
13. PIA may reserve the right to increase or Decrease or cancel the requirement of any or Complete tender without assigning proper reason.

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

Address \_\_\_\_\_

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

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

Seal \_\_\_\_\_

**Each Page of this Must Be signed & Company Seal**