



## **Pakistan International Airlines**

Supply Chain Management Department

BBI Airport Islamabad

Tel / Fax: 051-9280920

E-mail: isbpppk@piac.aero

**REF: SCM/LP-MISC-05/20**

**Date: 21-06-2020**

**Tender Cost: PKR 2,000**

### **INVITATION TO TENDERS AND INSTRUCTIONS TO BIDDERS**

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

\_\_\_\_\_

\_\_\_\_\_

**Sub: TENDER FOR THE SUPPLY OF PPEs FOR PIA ISLAMABAD**  
**“On as and when Required Basis”**

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 Envelope Basis** addressed to Manager Supply Chain Management Islamabad latest by Monday **06-07-2020**. The tenders may be dropped in the tender box marked as “**Tender Box**” placed at PIA SCM office, Adjacent to PIA Flight Kitchen, Old Airport Rawalpindi latest by 10:30 hours on the specified date. You may also send your tenders through mail (PIA SCM office, Adjacent to PIA Flight Kitchen, Old Airport, Rawalpindi) addressed to Manager Supply Chain Management Islamabad, 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 Manager Supply Chain Management Islamabad in this respect shall be final and binding.
3. Noncompliance to any of the terms and conditions of the tender would be liable for rejection.

#### **EARNEST MONEY**

The Tender should be accompanied by a Pay Order or PIA Cash Receipt for RS. 2,000 (Non-Refundable) as tender fee and 2% of the Bid Value having been deposited in terms of a PIA Cash Receipt or Pay Order payable at Islamabad/Rawalpindi in lieu thereof in the name of M/S PAKISTAN INTERNATIONAL AIRLINES as interest free Earnest Money (Refundable). 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 05% 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.

## **OPENING OF TENDER**

Tender will be opened on “Single Stage Two Envelope” basis. All bidders must submit two sealed envelopes containing “**Technical proposal** and **Financial Proposal**” on specified tender opening date / time. Technical proposal sealed in envelope mentioning heading (Technical Proposal) shall enclose:

1. A Sample without vendor stamp to be submitted and temporary sticker for identification purpose only.(Mandatory) (Non-Returnable)
2. Item specifications including Brand Name, Origin/Made, Warranty/Guarantee etc., on Company Letter Head (Mandatory)
3. Copy of GST & NTN Certificate (Mandatory)
4. Tender Fee (Mandatory)
5. Technical Literature & Quality Certification (Mandatory for Hand Sanitizer)
6. Undertaking on 100 Rupee Non Judicial Stamp Paper

The Technical Proposal will be opened on same date, whereas, financial proposal sealed in other envelope containing heading “Financial Proposal” shall enclose:

1. The Tender Schedule-A duly filled in, signed and sealed (on all pages) (Mandatory).
2. Pay Order for Earnest Money (2% of tender value in the name of Pakistan International Airlines) (Mandatory)
3. Tender terms & conditions (duly signed) (Mandatory)
4. Integrity Pack on Company Letter Head (Mandatory)

The Financial Proposal will remain sealed till the technical evaluation. The Financial Proposal of only those bidders will be opened who is technically found acceptable. Technically Qualified bidders will be informed regarding the opening date / time of financial proposal well in advance.

Please note that:

- The envelopes (Technical & Financial Proposal) shall be enclosed in double cover.
- The outer cover should bear address of the Manager Procurement & Logistics Islamabad and reference number of the tender with opening date of tender and Bidder 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.

## **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 to PIA Cargo IIAP Islamabad. 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. 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.
- c) Offers must be valid for 90 days.
- d) Quotation must be written on PIA prescribed form (Schedule-A) otherwise Bids will not be entertained.

## **ACCEPTANCE OF TENDER**

PIA do not pledge 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 without assigning reason as per PPRA Rules.

Yours truly,  
**For: Pakistan International Airlines**

**Manager  
Supply Chain Management  
Islamabad**

**Encl:**

- 1. Tender Schedule-A**
- 2. Terms & Conditions**
- 3. Integrity Pact**
- 4. Undertaking**

**Note:** Prescribed Tender(s) form for the subject item may be directly downloaded from PIAC / PPRA website.

**TENDER SCHEDULE "A"**  
**REF: SCM/LP-MISC-05/20**

**Subject: TENDER FOR THE SUPPLY OF PPEs FOR PIA ISLAMABAD**  
**'ON AS AND WHEN REQUIRED BASIS'**

Sr. No	DESCRIPTION	Unit	Required Quantity	Unit Rate (PKR)	Amount PKR (without GST)	Remarks
01	• SURGICAL MASK 03 PLY (with nose pin & 50 GSM or Above)	EACH	50,000			
02	• SURGICAL HAND GLOVES (without Powder/sterile)	PAIR	20,000			
03	• HAND SANITISER (100 ML) (with Certification and as per WHO Standards)	BTL	2,000			
04	• KN95 Mask (Imported/without filter)	Each	1,000			
Total Value PKR						
Earnest Money PKR						

**GST will be applied extra on items where applicable and must be mentioned on remarks section above.**

TENDERER'S SIGNATURE \_\_\_\_\_ DESIGNATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

**Seal & Signature**

**TENDER TERMS & CONDITIONS**

1. ITEM BRAND NAME, SPECIFICATIONS AND MADE/ORIGIN MUST BE AS PER TECHNICAL PROPOSAL.
2. ITEM MUST MEET ALL THE LAWS AND MEASUREMENT STANDARDS OF INDUSTRY
3. PIA EVALUATION COMMITTEE RESERVES THE RIGHT TO VISIT THE FACILITIES OF VENDOR FOR INSPECTION OF THE ITEM.
4. PARTICIPANTS REQUIRED TO QUOTE RATES INCLUSIVE ALL GOVT TAXES & GST SHALL BE MENTIONED SEPARATELY.
5. ALL PARTICIPANTS MUST QUOTE ONE RATE AND WHILE DELIVERY WOULD BE REQUIRED IMMEDIATELY AFTER THE PURCHASE ORDER ISSUED.
6. QUOTATION MUST BE VALID FOR 90 DAYS FROM THE DATE OF TENDER OPENING.
7. PLEASE NOTE THAT QUOTED RATES MUST BE FIRM AND FINAL IN ALL RESPECT AND WOULD REMAIN FINAL FOR CONTRACTED PERIOD.
8. GUARANTEE & WARRANTEE MUST BE PROVIDED. (IF APPLICABLE)
9. PAYMENT TERMS NET THIRTY DAYS OR AS AGREED, INCOME TAX WILL BE DEDUCTED AT SOURCE. BILLS WOULD BE SUBMITTED TO FINANCE DEPARTMENT, PIA THE MALL RAWALPINDI AFTER DULY ENDORSED BY MANAGER PIA SCM ISLAMABAD.
10. PAYMENT WILL BE MADE SUBJECT TO ITEM INSPECTION/ SATISFACTORY JOB COMPLETION.
11. SUPPLIER SHOULD FULFILL ALL DOCUMENTRY REQUIREMENT AS PER PIA PROCEDURE.
12. ALL FOREIGN VENDORS MUST SEND THEIR SEALED QUOTATION VIA CORRIER SERVICE DIRECTLY TO PIA SUPPLY CHAIN MANAGEMENT DEPARTMENT ISLAMABAD. PIA WILL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY.
13. TRANSPORTATION LOADING/OFF-LOADING TO BE PROVIDED BY THE CONTRACTOR/ SUPPLIER. PIA SECURITY PASS FOR VEHICLE AND EMPLOYEES IS THE RESPONSIBILITY OF VENDOR.
14. ONLY PARITES HAVING VALID GST/INCOME TAX CERTIFICATE CAN APPLY. BIDDERS SHOULD BE ON ACTIVE TAX PAYERS LIST OF FBR.

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.

TENDERER'S SIGNATURE \_\_\_\_\_ DESIGNATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

**Seal & Signature**

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)  
(To Be Submitted with Technical Proposal)

Manager (Supply Chain Management)  
Pakistan Intentional Airlines  
Islamabad.

Subject: **UNDERTAKING TO EXECUTE CONTRACT**

Dear Sir,

1. We / I, the undersigned tenderer do here by confirm, agree and undertake to do following in the event our / my tender for \_\_\_\_\_, is approved and accepted:-
2. That we / I will enter into and execute the formal contract, a copy of which has been supplied to us / me, receipt whereof is hereby acknowledged and which has been studied and understood by me / us without any change, amendment, revision or addition thereto, within a period of seven days when required by PIA to do so.
3. That all expenses in connection with the preparation and execution of the contract including stamp duty will be borned by us / me.
4. That we / I shall deposit with PIA the amount of Security as specified in the contract which shall continue to be held by PIA until three months after expiry of the contract period.
5. That in event of our / my failure to execute the formal contract within the period of Seven days specified by PIA the Earnest Money held by PIA shall stand forfeited and we / I shall not question the same.

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

Name in Full \_\_\_\_\_

Designation \_\_\_\_\_

Address: \_\_\_\_\_

Phone / Fax # \_\_\_\_\_

N.I.C. # \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_

**INTEGRITY PACT / DISCLOSURE CLAUSE**

Must be printed on Company's Letterhead  
(To be submitted with Financial Proposal)

**Declaration of Fees, Commissions and Brokerage Etc. Payable By The Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers Of Goods, Services & Works**

\_\_\_\_\_ the Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the Seller / Supplier / Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller / Supplier / Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be void-able at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan.