

Pakistan International Airlines

Purchases Flight Kitchen Section,

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

Tel: +92-21-99045131 / 5379, Fax: +92-21-34570120

E-mail: zameer.hussain@piac.aero / khijzpk@piac.aero

Website: www.piac.com.pk

Tender No. FSD-19010277

Dated. 14th December, 2020

Tender Cost. PK Rs 7,000.00 (for local bidders)

Successful Bidder must be submitted - Rs 10,000.00 (non-Refundable) ER Cost

Printable at paper size: A4 page.

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

M/s. _____

Sub: **SUGAR Individual 05-Gram Sachet with printing of New PIA Color Scheme.**

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 (old P&L) Building, PIAC Head Office, JIAP Karachi-75200 by **06-01-2021.**
2. The tenders may be dropped in the tender box marked as “Tender Box Commercial Purchases” placed at the entrance of the PIA Procurement & Logistics (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.
3. **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.
 - b) Note: All foreign bidders must mentioned Tender Ref No, date of opening & item description on their courier envelope.
4. Tenders received after stipulated date & time shall not be considered.
5. The Corporation will not be responsible for any postal delays.
6. 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 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 PPRRA Rule-35 will be uploaded on both PPRRA/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. 2% Pay Order [from any scheduled bank] for Earnest Money (Refundable/Interest Free). For both Local & foreign Bidders.
 - (On back side of Pay Order Vendor must write company name/stamp, Tender Ref. No, date & 2% Earnest Money)

Technical Proposal having following documents “Mandatory Requirement”.

1. Tender Fees Pay Order of Rs 7,000.00 For Local Bidders & USD\$15.00 for Foreign Bidders. (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 (25-sachets minimum) with paper quality sample (Non-Returnable).
3. Company profile, Copy of GST & NTN certificate
4. Tender Schedule “B”, “C” & Specifications must be attached with Technical Proposal.
5. Firm / Mill must be certified from ISO / HACCP & preferably PCSIR/PSQCA/Any Reputable (Mandatory & verifiable certificate must be enclosed with Technical Proposal)
6. Manufacturer / Importer (Documentary Proof /Evidence).
7. Authorized Distributor, (with Authorization Certification from Manufacturer)
8. Samples must be packed in polythene without stamp & without vendor name only temporary sticker for identification is allowed.

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.

Note: Under PPRA Rule 38A, (incorporated newly 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.
- d) Offers must be valid for 120 days.
 - e) **Hand written bid (RATES) via Pen / Marker / Pointer etc will not be acceptable. Only TYPED BID / TYPED UNIT RATES will be accepted and not otherwise or Transparent TAPE should be pasted on / over WRITTEN RATES. Non-Compliance of above on of both instructions may cause of REJECTION of YOUR BIDS.**
 - f) Rates must be written on PIA prescribed form otherwise Bids will not be entertained.
 - g) Correction White Fluid or Over Writing strictly not allowed otherwise tender will be rejected/ not-considered.
 - h) 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.

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 Purchases Commercial

Encl:

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

Notes: 1- Prescribed Tenders form for the subject item may be directly downloaded from www.piac.com.pk or www.ppra.org.pk websites.

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

Tender Schedule "A"
 Ref No. FSD-19010277

Particulars of Item	Unit	Quantity Required	Unit Rate PKR	GST [if Applicable]	Total Value Rs.
Sugar Individual Sachet of 05-Grams (Net Sugar) With printing of new PIA Logo Made from Sugar Cane Specification given below	Kg	14,280 Kg Zero Rated			
		6,120 Kg With GST			
Total Value in figures/words →					
TOTAL CONTRACT VALUE Rs. / Currency →					
2% EARNEST MONEY Rs. / Currency →					

Note:

- **Production / delivery capability must not less than 2,200 Kg per month, in non-compliance the late delivery charges will be deduct from the bills of supplier at 5% per of each shipment & will be increased as per policy / (on time bar) / (risk & expense) item may be arranged from other source on supplier cost / black listing of supplier.**
- After receiving of P.O. bidder must submit additional amount (03 % of bid value) as Security Deposit within five (15) working days. (for local bidders).
- Delivery required in **Four (04) equal installments** with the gap of **60 days** / as required.
- First delivery required within **15 days** after P.O received or as agreed (both mutual understanding basis).
- **Bidders are require to offer one rate despite offering more than one proposal / sample. In case of more than one financial offer / rate, bidders must submit separate Technical & Financial Proposals (with tender fee & 2% EM for local bidders).**

I 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.

Must fill all mentioned fields.

BIDDER'S SIGNATURE _____ BIDDER'S NAME _____

DESIGNATION _____

ADDRESS _____

Tel No. _____ Fax No. _____

CONTACT PERSON _____

Cell No. _____

Valid Email _____

GST No. _____ NTN NO. _____

SEAL _____

Specifications (must attach with technical proposal)/ FSD-19010277

Specifications

- | | | | |
|---|---|---|--|
| ➤ | <u>Item Description</u> | ➔ | 100% Pure Sugar |
| ➤ | <u>Sachet Size</u> | ➔ | 10.00 cm X 02.50 cm approx. (Tube shape) |
| ➤ | <u>Weight of Sugar</u> | ➔ | 05-Grams (Net Sugar weight) |
| ➤ | <u>Paper of sachet</u> | ➔ | Paper must be food grade moister free / polythene coated paper (<i>paper quality sample must be enclosed with Technical proposal</i>). |
| ➤ | <u>Color of sugar</u> | ➔ | Crystal white |
| ➤ | <u>Ingredients</u> | ➔ | Sugar Cane & Must be declared in Technical Proposal |
| ➤ | <u>Crystal Size</u> | ➔ | Fine grinding, enabling to dissolve quickly. |
| ➤ | <u>Brand</u> | ➔ | Brand name, specification and source must be mentioned. |
| ➤ | <u>Quality</u> | ➔ | Samples will be evaluated by Evaluation Committee of Food Services subject to clearance of in house microbiological analysis. |
| ➤ | <u>Biological</u> | ➔ | Free from insect or any other blemish affecting the quality of the product. |
| ➤ | <u>Design</u> | ➔ | Sealed sachet with printing of new PIA Color Scheme. |
| ➤ | <u>Labeling</u> | ➔ | Date of expiry / production to be mentioned, also printed "For PIA use only" |
| ➤ | <u>Packing</u> | ➔ | One carton contains 10-Kg (Net Sugar), each 400-sachets of 05-Gram net sugar packed in self-locking poly bag & then all pouches packed in polythene, card board box should be strong & airworthy industrial carton. Each carton must mention Mfg & Expiry date with printing of PIA logo, PO No: PO date, Item description, quantity, PIA Part no & supplied by M/s. |
| ➤ | Food law / regulatory Compliance / Certifications | ➔ | Suppliers production facility must be ISO or HACCP Certified & preferably PSQCA / PCSIR certification, all certificates must enclose with <u>"Technical Proposal"</u> . |
| ➤ | PIA reserve the right to inspect / visit the facilities of vendor at any time during currency of contract for inspecting HSE / Quality Standards. | | |
| ➤ | PIA can verify the quality of product at any stage from outsource at the cost of supplier. | | |

Each box marked with followings:

PIA Part No.	FSD-1065
Item Description
PO No & date
Quantity
Supplied by M/s.

Tender Schedule "B"
Tender No. FSD-19010277

MANDATORY REQUIREMENT	YES / NO
<u>SUGAR Individual</u>	
Sachet of 05-Grams (Net Sugar) With printing of new PIA Logo Specification given above	
Participant must be Manufacturer or Authorized distributors of Manufacturer.	
Participant must be registered with Sales Tax Authorities GST. No. & copies must be quoted.	
Quality samples Qty: 25-sachets minimum must be submitted (non-returnable)	
Delivery must be made at PIA Local Receipt Section PIA P&L Building as per delivery schedule given in PO.	
2% Earnest Money (Pay Order) submitted along with the Financial Proposal	

Tender Terms & Conditions

1. If any stage documents provided by participants found tempered / bogus 2% deposited E/Money will be fortified.
2. **For the life rack item should be two (02) years expiry date from the delivery date.**
3. All participants are required to quote 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 DAYS** or as agreed, 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 **GM (Procurement), 1st Floor P&L Department Building PIA Head Office Karachi Airport – 75200**, in case of postal delay PIA will not be responsible.
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 shell be rejected & not entertained.
13. Must comply with Food Laws of Pakistan / product country.
14. It will be the suppliers' responsibility to obtain Entry Passes for PIA Flight Kitchen Division for their personnel and the vehicles form PIA. Security after completing the required formalities
15. Supplier staff delivering goods must be in clean uniform, non conformity will incur 02% deduction from the billing amount.
16. All Bidders should fulfill every column and attach the relevant documents along with the proposals.
17. If goods deliver late than delivery schedule mentioned in Purchase Order. An amount equivalent 2% or more of invoice / bill value will be deducted.
18. PIA has right to visit the bidder's manufacturing site.
19. All local & foreign vendors must quote inco-terms.
20. Technically successful bidders will be informed their results & Financial Opening date.
21. Quantity will be divided in 70% Zero Rated GST (Sales Tax Act-1990 Sec 4(b) Int'l Flights & 30% Domestic Flights with GST.
22. 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.
23. Packing must be industrial standard of Card Board Box level & packages must be suitable for four to five times (loading off-loading) / transportation to PIA Network.
24. Tenders all conditions are applicable to all Local & Foreign Bidders.
25. If you have any query you can contact without any hesitation to concerned Procurement Officer email zameer.hussain@piac.aero +92-21-99045131 / +92-333-3064590

Tender Schedule "C" (FSD-19010277 Sugar Ind)
Must Attach with Technical Proposal
Physical / Measurement / details of Samples
Offer

<u>Fields</u>	<u>Remarks in detail</u> must be filled by bidder
Sugar Purity in %	
Weight of Sugar (Net)	
Paper Quality & Sample	
Color of Sugar	
Crystal Size	
Brand Name	
Quality	
Biological	
Design	
Labeling & New PIA Scheme	
Packing at time of delivery	
Production Capability	
1 st Delivery (Qty & Time)	
Food Grade Certification (must attach)	
Manufacturer / Distributor	

**DETAILS OF DOCUMENTS attached with Technical Proposal
 (must attach with technical proposal, mention each & every document)**

- 1,
- 2,
- 3,
- 4,
- 5,
- 6,
- 7,
- 8,

How to fill this: Kindly write complete details of documents submitted along with Technical Proposal.

**DETAILS OF DOCUMENTS attached with Financial Proposal
 (must attach with technical proposal, mention each & every document)**

- 1
- 2
- 3
- 4
- 5
- 6
- 7

How to fill this: Kindly write complete details of documents submitted along with Financial Proposal.

Note : Back side of pay order for tender fee & 2% earnest money must be marked/written with following details

- 1, Tender Ref No. & Date
- 2, Party / vendor name or stamp for identification
- 3, For tender fee (in technical proposal)
- 4, For 2% earnest money (in financial proposal)

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

General Manager (Procurement)
Supply Chain Management Department
PIACL, Head Office J.I.A.P Karachi-75200 Pakistan.

Subject: UNDERTAKING TO EXECUTE CONTRACT

Dear Sir,

1. We / I, the undersigned bidders 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/Security Deposit held by PIA shall stand forfeited and we / I shall not question the same.

Bidder's Signature _____

Name in Full _____

Designation _____

Cell No: _____

Email _____

Address: _____

Phone No _____

Fax No _____

N.I.C. # _____

Seal _____

Dated _____

INTEGRITY PACT / DISCLOSURE CLAUSE

Must be printed on company Letter Head

Declaration of Fees, Commissions and Brokerage Etc. Payable by the Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers of Goods, Services & Works

M/s. _____ the Manufacturer / Authorized Distributor / 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 voidable 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 from Government of Pakistan.

PIA – Color & Fonts Style



3.1 Logo typeface fonts



Imperator Bold

PAKISTAN
International Airlines
Great People to Fly With

Imperator Plan

Helvetica Italic

width 7.3164cm

Height 2.0891cm

Gold
Spot color

Green
Spot color

Color RGB			Color CMYK		
	Gold	R = 191 G = 162 B = 24		Gold	C = 10 M = 20 Y = 100 K = 20
	Green	R = 0 G = 79 B = 48		Green	C = 100 M = 55 Y = 100 K = 30

NEW PIA Logo (for printing on sachets)



Great People to Fly With

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 _____

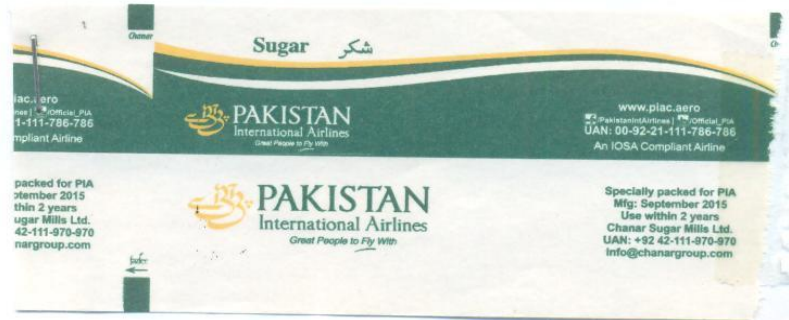
Address _____

Telephone No. _____ Cell No. _____

Fax No: _____ Email _____

Sugar sachet design

Only for guidance "not to claim anything i-e color, size etc" **LOGO MUST BE NEW**



SACHET PAPER MUST BE
MOISTURE-FREE

