



## **Pakistan International Airlines**

Supply Chain Management Department

BBI Airport Islamabad

Tel / Fax: 051-9280920

E-mail: isbpppk@piac.aero

**REF: SCM/LP-MISC-03/20**

**Date: 24-04-2020**

**Tender Cost: PKR 3,000**

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

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

\_\_\_\_\_  
\_\_\_\_\_

**Sub: TENDER FOR HAND SANITIZER FOR PIA ISLAMABAD**

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, by **08-05-2020**. 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.

#### **EARNEST MONEY**

The Tender should be accompanied by a Pay Order for RS. 3,000 (Non-Refundable) as tender document fee and 2% of the tendered value having been deposited in terms of a Pay Order or any other financial instrument 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. One Sample without vendor stamp. Only temporary sticker for identification only.
2. Item specifications including Brand Name, Origin/Made, Warranty/Guarantee etc., on Company Letter Head (Mandatory)
3. The contents must meet **WHO standard formula** for Hand Sanitizer.
4. Copy of GST & NTN Certificate (Mandatory)
5. Tender Fees (Mandatory)
6. Company Profile
7. Technical Literature & Quality Certification from DRAP or PCSIR

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 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. Mandatory Requirements (duly signed) (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.

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.

## **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.
- 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 90 days.
- e) Quotation must be written on PIA prescribed form 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.

Yours truly,

**For: Pakistan International Airlines**

**Manager  
Supply Chain Management  
Islamabad**

### **Encl:**

- 1. Tender Schedule-A**
- 2. Terms & Conditions**

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

**TENDER SCHEDULE "A"**  
**REF: SCM/LP-MISC-03/20**

**Subject: TENDER FOR HAND SANITIZER PIA ISLAMABAD**

DESCRIPTION	Unit	Required Quantity	Unit Rate (PKR)	Extended Value	Remarks
• <b>HAND SANITIZER</b>	LTR	720			

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

**Other Specifications and Requirements:**

- **The item must be of standard specifications as per WHO recommendations**
- **Packing must be in Bottles of 1 LTR and must not exceed 30 LTRS BOTTLE.**
- Supply to be made on as and when required basis.
- The expiry date must be mentioned on each Bottle with a validity of at least one year.
- Warranty/Guarantee and return of defected item must be mentioned in technical proposal.
- Transportation Loading/off-loading to be provided by the Contractor/Supplier.

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

ADDRESS \_\_\_\_\_

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

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

**Seal & Signature**

**GENERAL TERMS & CONDITIONS:**

- ITEM BRAND NAME, SPECIFICATIONS AND MADE/ORIGIN MUST BE AS PER TECHNICAL PROPOSAL.
- ITEM MUST MEET ALL THE LAWS AND MEASUREMENT STANDARDS OF INDUSTRY
- PIA EVALUATION COMMITTEE RESERVES THE RIGHT TO VISIT THE FACILITIES OF VENDOR FOR INSPECTION OF THE ITEM.
- ITEMS EVALUATION SHALL BE MADE BY EVALUATION COMMITTEE
- PARTICIPANTS REQUIRED TO QUOTE RATES INCLUSIVE ALL GOVT TAXES & GST SHALL BE MENTIONED SEPARATELY.
- PARTICIPANT MUST QUOTE ONE RATE AND BEST DELIVERY PERIOD.
- QUOTED RATES MUST BE FIRM AND FINAL IN ALL RESPECT.
- GUARANTEE & WARRANTEE MUST BE PROVIDED.
- PAYMENT TERMS NET THIRTY DAYS OR AS AGREED, INCOME TAX WILL BE DEDUCTED AT SOURCE.
- PAYMENT WILL BE MADE SUBJECT TO SATISFACTORY JOB COMPLETION.
- 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.
- PIA SECURITY PASS FOR VEHICLE AND EMPLOYEES IS THE RESPONSIBILITY OF VENDOR.

**Delivery Schedule:** Within 07 days after award of contract/Purchase Order.

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 & Signatur**