

Pakistan International Airlines
Supply Chain Management Department
Commercial Purchases Section,
1st Floor SCM (old P&L) Building Karachi 75200 Pakistan
Tel: +92-21-99045379, Fax: +92-21-34570120
E-mail: dgmipc@piac.aero / saif.abbasi@piac.aero

Tender No. PC-18015474
Dated; 16-07-2019
Tender Cost: PKR 6,000.00

INVITATION TO TENDERS AND INSTRUCTIONS TO TENDERERS

M/S _____

Sub: Tender document for the Procurement of Cleaning Cloth White Bleached

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 **31-07-2019**. 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. 6,000.00 (NON RETURNABLE)
- b) Quality Sample 03 Pieces ((NON RETURNABLE)
- c) Lab Quality test Certificate
- d) Company profile, Copy of GST & NTN certificate and technical literature.

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

DGM (Purchases Commercial)

Encl:

- 1. Tender Schedule-A
- 2. Terms & Conditions
- 3. Tender Schedule-B

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

Tender No. PC-18015474
TENDER SCHEDULE-A

S #	Specification	Qty	Unit Rate (RS)	17% GST (If Applicable)	Total
01	<u>CLEANING CLOTH WHITE BLEACHED (STOCKINET)</u> <u>Dimensions</u> Length 24 to 30 Inches & Width 12 to 15 Inches <u>Color</u> White <u>Fabric Type</u> 100 % Cotton <u>Water absorbing quality</u> More absorbing is preferred. <u>Weight</u> 160-GSM <u>Note.</u> Only Lint free pieces are acceptable. Micro fiber type cleaning cloth will be preferred <u>Important Note.</u> Linda / Lunda & Used pieces of Cloth not acceptable (Fresh Material will be accepted at the time of delivery). <u>Packing.</u> 10-Kg Bundle (Standard Packing)	15,000 KG			
<u>Net Total GST(If Applicable) Rs.</u>					
Net Total Rs.					
2% Earnest Money Rs.					

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. Manufacturer or Authorized Distributer of the manufacturer are allowed to participate.
4. Income Tax will be deducted at source.
5. All participants are required to mention all taxes in unit rate & GST separately.
6. Payment term net thirty days.
7. Blacklisted / Defaulted parties by PIAC, are not required to participate.
8. All participants must quote one rate and best delivery period.
9. Quotation must be valid for 120 days.
10. Please note that quoted rates must be firmed and final in all respect.
11. Delivery must be made at PIA Supply Chain Management Building, Karachi Airport.
12. Qty 15% may increase or Decrease.
13. Successful bidders shall also be required to submit professional tax. / NOC
14. PIA may reserve the right to increase or Decrease or cancel the requirement of any or Complete tender with assigning proper reason.

Thanking you,

Tenderer's Signature _____ Designation _____

Address _____

Tel No. _____ Fax No. _____ Email _____

GST No. _____ NTN NO. _____

Seal _____

Tender Schedule-B
Tender No. PC-18015474

Technical Proposal / Offer

(Must be submitted with Technical Proposal)

Details	Must be fill by supplier & enclosed with Technical Proposal
Length	
Width	
Color	
Fabric Type	
Absorbent Quality	
Weight	
Lint Free	
Micro Fiber	
Packing	

Sample Quantity →

Sample Type →

Tenderer's Signature _____ Designation _____

Address _____

Tel No. _____ Fax No. _____ Cell No. _____

Valid Email _____

GST No. _____ NTN NO. _____

Seal _____