

INVITATION TO BID**Bindery Contract Services at PIA Printing Press.**
(REF: GMCM/Bindery /PIA /Printing Press/01/22)

Pakistan International Airlines Company Limited, the national flag carrier, invites sealed bids from reputed service providers/companies, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Bindery Contract Services at PIA Printing Press.

Bidding documents, containing detailed terms and conditions, etc. are available at **www.piac.com.pk**. Price of the bidding documents is Rs.10,000 (*non-refundable*, to be submitted through a pay order in the name of PIACL along with technical proposal).

The bids, prepared in accordance with the instructions in the bidding documents, must reach at **Iftikhar M. Usmani, GM Contract Management, Supply Chain Management Department, PIA Head Office, Karachi** on or before **28-02-2022** at **1030 Hrs PST**. Bids will be opened the same day at **1100 Hrs PST**. This advertisement is also available on PPRA website at **www.ppra.org.pk**.

GM Contract Management
Supply Chain Management Department,
PIA Head Office, Karachi.
Ph: 021 9904 4216, 9904 3081
E- mail: gm.cm@piac.aero,
contract.administration@piac.aero

REF: GCM/Bindery /PIA /Printing Press/01/22

M/S _____

Sub: Bindery Contract Services at PIA Printing Press.

Dear Sirs,

We are pleased to invite your sealed tenders for the Contract/ Services mentioned above. 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 tenders addressed to General Manager Contract Management, PIA Supply Chain Management Building JIAP Karachi latest by **28-02-2022 by 1030Hrs.** 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 Contract Management, 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 & times shall not be considered. The Corporation will not be responsible for postal delays. The decision of General Manager Contract Management, in this respect shall be final and binding.

3. Bidders are required to submit a Pay Order of Rs.10, 000/- (Non-Refundable) as tender fees along with Technical Proposal (Local Bidders).

B) EARNEST MONEY (Local Bidders)

The Tender should be accompanied a Pay Order payable (valid for 180 days from the date of tender opening) equivalent to 2 % of total bid value 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.

C) SECURITY DEPOSIT (Local Bidders)

The successful tenderer upon award of Contract / Purchase Order will be required to furnish security deposit (Pay Order OR Bank Guarantee) in the amount equivalent to 10% of total tender value as interest free Security deposit 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.

D) PREPARATION OF TENDER “Single Stage Two Envelope Basis”

- The BID (Tender) submitted shall comprise of a single package containing two sealed envelopes, each envelope shall be marked and will contain “**FINANCIAL**” and “**TECHNICAL**” proposal.
- On the given tender opening date only “**Technical Proposal**” will be opened in the presence of tenderers available.
- The “**Financial Proposal**” shall be shown to the parties but will be retained with PIA without being opened.
- After Technical Evaluation of the received Technical Proposals, Financial Proposals will be opened publicly at the date, time & venue to be announced and will be communicated to the bidders in advance.
- PIA will open the “**Financial Proposals**” publicly of the parties whose Technical Proposals have been found acceptable.
- Financial Proposals of the technically not-acceptable bids shall be returned *un-opened* to the respective bidders.

E) PREPARATION OF TENDER - TECHNICAL PROPOSAL:

All mandatory requirements are given in the schedule

Please give all the available technical details of the items offered by you, supported with the technical literature, brochure, drawings and pictures, client list details, authorization certificates etc.

BIDS / Tenders / Technical Proposal received shall be evaluated in accordance with the given technical specifications.

PIA’s requirements with Technical Specifications are given.

Bidders **MUST:**

- Be registered with Sales Tax Authorities. (Please attach copy of Registration Certificate).
- Quote Rates, GST, and other taxes separately.
- Bid on Prescribed Proforma issued by PIA.
- Affix the company seal on all tender documents.

Mention clearly Tender Reference on **TOP RIGHT CORNER OF PROPERLY SEALED ENVELOPE, BEARING COMPANY’S STAMP**

F) PREPARATION OF TENDER - FINANCIAL PROPOSAL

The tenders should be enclosed in double cover. The inner cover should be sealed having enclosed the following documents:

- a) Schedule “A” duly filled in, signed and sealed.
- b) Original Pay Order for Earnest Money.
- c) Undertaking on Rs. 100/= above non-judicial Stamp Paper duly signed and stamped by a Public Notary Oath Commissioner.
- d) The outer cover should bear address of the General Manager Contract Management, PIA SCM Building, Karachi Airport and reference number of the tender with opening date of tender.
- e) All information about the services /material proposed to be supplied must be given as required in the schedule to tender.

G) PRICES

- a) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order / Contract.
- b) The Prices must be stated both in words and figures. Additional information, if any must be linked with entries on the Schedule to Tender.
- c) Offers must be valid for 180 days.

H) Duration of Contract

Contract will be awarded for the period of one year further two terms extendable on same rates terms and conditions subject to satisfactory performance.

Yours truly,

**GM Contract Management
Supply Chain Management
PIA Head Office, Karachi.
Ph: 021 9904 4101, 9904 4216
Email: gm.cm@piac.aero
contract.administration@piac.aero**

TOR/SCHEDULE/JOBs OF ANNUAL BINDERY CONTRACT FOR PRINTING PRESS 2022-23
REF: GMCM/Bindery /PIA /Printing Press/01/22

S.No	DESCRIPTION	UN	ANNUAL REQUIREMENT	UNIT RATE (PKR)/Per	GROSS VALUE (PKR)	TAX (IF ANY)	TOTAL VALUE WITH TAX (PKR)
1	Eyeleting of cargo tag & others 8 inches long white cord & Eyelets provided by contractor	EA	150,000	/1000			
2	Eyeleting of tags and threading with 10" long elastic string with knot. (Eyelets & elastic string as per sample to be supplied by the contractor)	EA	500,000	/1000			
3	Threading/Eyeleting of tags with 10" long elastic string with knot. (Elastic string & Eyelets will be supplied by the contractor)	EA	500,000	/1000			
4	Gathering: A. Ordinary Paper ,Size 17"x27, 18"x23" and 20"x 30" full sheets + counting	EA	200,000	/1000			
	B. Ordinary Paper , Size 17" x 27" / 18"x 23" and 20" x 30" / 2 + counting		250,000	/1000			
	C. Ordinary Paper , Size 17" x 27" / 18"x 23" / 4, 6&8 and 20" x 30" / 4 + counting		2,500,000	/1000			
5	PAD MAKING: A. Counting & pad making up to 200 sheets	PD	150,000				
	B. Counting & pad making up to 300 sheets		50,000				
6	NUMBERING: Numbering from 01 to 1000 (Continues)	EA	100,000	/1000			
7	Clipping and folding of file cover	EA	100,000	/1000			
8	Folding of menu card with packing	EA	300,000	/1000			

9	Folding counting and inserting of different books i.e MED History Book	EA	50,000	/1000			
10	PUNCHING OF BOOKS AND CLIPPING						
	A- Up to 100 Leaves	EA	2,000				
	B- Up to 200 Leaves	EA	2,000				
	C- Up to 300 Leaves	EA	1,000				
11	Book pasting (Pushta) of different / books	EA	30,000				
12	Book gathering stitching & pati pasting of different / books	EA	30,000				
13	Eyeleting and inserting of safety pin in unaccompanied children, Hajj tags (safety pin to supplied by PIA)	EA	30,000	/1000			
14	Pocket Pasting with of miscellaneous folders	EA	3,000	/1000			
15	Hand stitching with thick cord of different Operation at manuals only cord will be supplied by PIA.	EA	5,000				
16	Register to be stitched with (juzbandi style) cona / pushta with binding cloth rest pasted with craft paper up to 300 leaves free size	EA	2,000				
17	Register to be stitched with (juzbandi style) cona / pushta with binding cloth rest pasted with craft paper up to 600 leaves free size	EA	1,000				
18	Register to be stitched with (tease wali silayee) cona / pushta with binding cloth rest pasted with paper up to 300 leaves free size	EA	1,000				
19	Register to be stitched with (tease wali silayee) cona / pushta with binding cloth rest pasted with craft paper up to 600 leaves free size	EA	500				
20	Separating counting and bundling of different items	EA	2,000,000	/1000			
21	Pasting and packing of the puzzle. Bag provided by PIA	EA	50,000	/1000			
22	Stitching Check List, Meal Coupon, others	EA	100,000	/1000			
23	Goody Bags Fabrication with Lamination & handling cord Size: 8X10 Inche	EA	5,000	/1000			
24	Goody Bags Fabrication with Lamination & handling cord Size: 10X14 Inches	EA	5,000	/1000			

25	Goody Bags Fabrication with Lamination & handling cord Size: 18X24 Inches	EA	5,000	/1000			
26	Plastic Lamination Size 18X23 Inches	EA	10,000	/1000			
27	Plastic Lamination Size 22X28 Inches	EA	10,000	/1000			
28	Plastic Lamination Size 20X30 Inches	EA	10,000	/1000			
29	Calendar Gathering, spiral, packing of 20 unit	EA	10,000				

PIA Envelopes Fabrication

SN	DESCRIPTION	UN	ANNUAL REQUIREMENT	UNIT RATE (PKR)/Per	GROSS VALUE (PKR)	TAX (IF ANY)	TOTAL VALUE WITH TAX (PKR.)
30	Envelopes with glue strip	EA	100,000	/1000			
31	Misc Envelopes Fabrication Size 11 x 15 (AMU-16,666)	EA	200,000	/1000			
32	Air mail Envelopes size 8 x 4 (AMU-2500)	EA	30,000	/1000			
33	Envelopes Green size 15 x 15 (AMU-500)	EA	6,000	/1000			
34	Envelopes white size 9 x 4 (AMU-2500)	EA	30,000	/1000			
35	Envelopes white size 14 x 11 (AMU-500)	EA	6000	/1000			
Grand total of 35 Services							
					2% Earnest Money PKR		

Grand Total in words PKR _____

Broad Terms and Conditions of Tender

1. Rates must be quoted both in words & figures and mentioned all taxes/levies separately for each unit of job/martial.
2. Bidders are required to submit company profile/total experience in binding jobs and major clients.
3. Incomplete, mutilated bid offer without/deficient earnest money are liable to rejection.
4. Copy of GST Register Certificate & NTN must be accompanied with the quotation.
5. The above quantities are approximate and may increase or decrease by +- 15%. Therefore contractor will not to claim for any compensation/adjustment from PIA, in case of increase/decrease in different jobs.
6. Payment term is in net 30 days on submission of original invoices.
7. PIA will be the sole judge to determine the quality and the workmanship of the above item and also established the capability of firms to undertake this order/contract. PIA's decision in this regard shall be final will not be questioned in any court.

We / I hereby confirmed having read and understood the terms and conditions of the tender and we / I expressly confirmed and agree that our tender for the supply of above mentioned items are in terms of and subject to terms and conditions of the tenders.

Tenderer's Name & Signature_____

Designation_____

Address_____

Tel No._____

Fax No._____ Email Address_____

GST No._____

NTN No._____

Seal_____

Bindery Contract Services at PIA Printing Press

EVALUATION CRITERIA

Total marks-75
Qualifying Marks-50

1. PARTICULARS OF THE FIRM/COMPANY (30 Marks)

a	Mandatory requirement for the company to have bindery work setup in his company	10
b	Year of establishment of the Firm	
i)	10 Years and above stationary bindery work experience.	10
ii)	5 to 7 Years	05
iii)	3 Years and below	02
c	Number of skilled bindery workers on company roster (strength/deployment year wise last 3 years)	
i)	Over 20	10
ii)	10 to 19	06
iii)	5 to 9	02

2. Special Requirement/conditions (20 Marks)

a	Sound Financial Position (firm to have 0.5 million rupee in firm's Bank accounts)	10
b.	NTN/GST Registration No and validity Date	5
c.	Relevant tools and equipment (Hole punching/Eyelet & staple punching machines)	5

a. Annual Turnover in PKR (past year) - 15 Marks

- i. Over 02 Million 15 marks
- ii. 0.5 to 01 Million 10 marks

b. Annual Income Tax in PKR (past year) – 10 Marks

- i. Over 0.1 Million 10 marks
- ii. Less than 0.1 Million 5 marks

Note: Please provide Documentary evidence in support of your answers. Without Documentary evidence section will be marked as Zero.

Bindery Contract Services at PIA Printing Press

Draft Agreement

Contract for Professional Services - Karachi / 2020-21

THIS AGREEMENT is made on _____ between PAKISTAN INTERNATIONAL AIRLINES CORPORATION LIMITED, a public limited company incorporated, governed and operating under the laws of Pakistan having its Head Office at Karachi Airport (Hereinafter called the "PIACL" and/or "PIA") of the one part

AND

[name of the Contractor], having its head office at _____ (hereinafter referred to as the "Contractor" which expression shall where the context so admits include its successors and assigns) of the SECOND PART.

The PIACL and the Contractor may individually be referred to as a "Party" and collectively be referred to, as "Parties", respectively, as the context of this Agreement requires.

WHEREAS Contractor has offered to provide services for Bindery and fabrications of various printing jobs more precisely described in the attached schedule namely Schedule "A" at prices mentioned therein against each item and whereas, PIA has accepted the offer extended by the contractor on the terms and conditions incorporated hereafter.

NOW THIS DEED WITNESSETH AS UNDER:-

1. Authority of Person Signing Contract and Document

Person signing this contract or any other document forming part of this contract on behalf of the contractor shall be deemed to warrant that he has the authority to do so for the Contractor, and if on enquiry it is revealed that the person so signing had no authority to do so. PIA may without prejudice to other legal remedies cancel the contract without notice and hold the signatory liable for all costs and damages.

2. Period of Contract

This contract has come into retrospective effect from _____ and shall remain in force for a period of one year expiring on _____. This contract/agreement will be extendable for another period of two terms/ years at the terms and conditions to be agreed upon by the parties subject to PIA's requirement and/or satisfactory performance of the Contractor.

3. Termination of Contract.

. Either party can terminate this contract without assigning any reason or cause with a 30 days' notice to the other party. However, PIA shall have a right to terminate this contract upon giving seven days' notice in writing to contractor, in case there is any deterioration in quality of workmanship is noticed or if the Contractor violates any terms and conditions of this contract.

. If PIA violates any provision of this Contract, the contractor may also serve a notice in writing within 7 days through registered A/D mail, notifying such default on part of PIA. If PIA FAILS TO RECTIFY SUCH DEFAULT WITHIN 30 DAYS FROM THE RECEIPT OF SUCH NOTICE, THE Contractor may terminate this contract upon expiry of such 30 days default by PIA hereinabove.

. In the event where the parties hold different views and cannot amicably resolve, the matter shall be referred to the Chief HR Officer for his opinion. The opinion of the Chief HR Officer shall be final and binding on both the parties in this regard.

4 Notices

All notice requests and demands given to or made upon the parties shall be in writing posted through registered mail at the addresses set forth below:-

PIA General Manager (SCM)
Supply Chain Management, Karachi Airport.

Contractor The Managing Director or
The Services Manager

5. Schedule

For all intents and purposes, the schedule annexed herewith shall form an integral part of this contract and Contractor shall be bound to fulfill all terms and conditions stipulated therein. Any deviation from the terms and conditions incorporated in the annexed / schedule shall be deemed to violation of the contract on the part of the Contractor.

6. Prices

All the rates mentioned in annexed schedule shall remain firm and final for the duration of this Contract and for any extension thereof, and shall not be enhanced on any account by the Contractor.

7. Payments

Payment in respect of supply/service shall be made by Manager Head Office payments, P.I.A Karachi Airport within 30 days on the submission of the pre-receipted bills /certified bills, which are to be drawn strictly in conformity with the order placed by the concerned department covering supplies/services under this contract / agreement.

8. Without prejudice to any other right and remedy, which may be available to PIA, the Contractor shall be liable to be penalized on account of this failure to properly discharge services or obligations under this Agreement. In case of non-poor and under performance a penalty equivalent of 01% of monthly bill shall be imposed.

9. Recoveries

When any sum of money is recoverable from the Contractor due to risk purchase or any other default under this or any other contract / agreement, P.I.A, shall be entitled to deduct the amount from pending Bills or through the Security Deposit of the Contractor and Contractor will have no objection to the same.

10. Security Deposit/Earnest Money

Prior to signing of this contract the Contractor shall furnish a performance guarantee in shape of pay order or Bank Guarantee as interest free Security deposit/ from a bank in the amount equivalent to 10% of total contract value which shall be retained by the PIACL throughout the validity of this contract or any extension thereof, and after 03 months period after the expiry of this agreement or early termination whatever the case may be. The same may be refunded after settlement of all the dues outstanding against the Contractor.

11. Sub-Letting

The Contractor shall not sub-let transfer or assign this contact or a portion / part of it to any other party without prior written permission from the PIA or else PIA shall be at liberty to terminate the contract / agreement at the risk and expenses of the Contractor.

12. Insolvency and Breach of Contract

Should the Contractor be adjudicated insolvent or made to enter into any agreement for composition with the creditors to suspend payment (for being a company be wound up, whether compulsorily or voluntarily or commit any breach of this contract herein not specially provided), PIA shall have the right to declare the contract as terminated, in which case the Contractor shall be liable to pay to PIA for any extra expenses which PIA incurs but shall not be entitled to any gain on repurchases.

13. Correspondence

The Contractor will not correspond with or approach any other authority/ persons directly or indirectly, whether the staff of PIA or OTHERWISE EXCEPT THE MANAGER and the DIRECTOR ADMINISTRATION, PIA, regarding any matter arising from this or any other contract with PIA. The Contractor may carry on correspondence with the appropriate officials of the consuming department, if so directed by purchases authorities.

14. Security of Contractor's Personnel

Only the authorized representatives of the Contractor having security passes from PIA Security, will be allowed to enter the Stores /Press Building. The Security Passes will be arranged by Manager Printing Press at the cost of Contractor.

15. Commission, Gifts.

Any bribe, commission, gifts or advantages given, promised or defrayed by or on behalf of the Contractor or his Partner Agent of Servant or any one of this or their behalf to any Officer, Servant, Representative or Agent of PIA relating to the obtaining or the execution of this or any other contract and also payment of any amount to be decided by the Chief of Supply Chain Management, PIA as damages and the said decision in this respect shall be final and binding on the Contractor.

16. Force Majeure

Neither party shall be liable any failure, delay in performing its obligations due to any case beyond reasonable control including fire, act public enemy, war, rebellion, fire act of public enemy, war, rebellion, insurrection, fire, accident, act of God, act or state or of the judiciary.

17.**ARBITRATION GOVERNING LAW & JURISDICTION**

- i. If at any time any question, dispute or difference may arise between both the parties under this Agreement, either party may as reasonable, give to the other Notice in writing of the existence of such question, dispute or difference, specifying its nature and the point at issue, for conciliation failing which the matter shall be referred to a single arbitrator nominated by the consent of the parties in accordance with the provision of Arbitration Act of 1940 or any statutory modification or re-enactment thereof for the time being in force or the seat of the arbitration shall be at Karachi.
- ii. The parties shall submit to the exclusive jurisdiction of the courts at Karachi.
- iii. This agreement shall be governed by the law of Islamic Republic of Pakistan.

18. Indemnity

- a. The Contractor further undertakes and agrees to indemnify and hold harmless, PIACL, its staff / officials and agents from and against any and all claims, demand, liabilities, damages and expenses of any nature whatsoever, arising from or out of the execution or performance of any service/supply/work under this contract by the Contractor its staff/officials deployed at the PIACL or its agents.

IN WITNESS WHEREOF THE PARTIES OF THIS CONTRACT HAVE AFFICED THEIR SIGNATURE:-

For and on behalf of Pakistan
International Airlines

For the on behalf of
Contractor

Signature
& Seal _____
Name _____
Designation: _____

Witness No.1
Signature _____

Name _____
Designation: _____
C.N.I.C No. _____
Address: _____

Signature
& Seal _____
Name _____
Designation: _____

Witness No.2
Signature _____

Name _____
Designation: _____
C.N.I.C No. _____
Address: _____

INTEGRITY PACT / DISCLOSURE CLAUSE

(To be submitted on Company's Letterhead)

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 from Government of Pakistan.

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

General Manager Contract Management
Supply Chain Management PIA Head Office,
Karachi.
Pakistan Intentional Airlines Karachi.

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 borne 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 / Mob # _____

Email _____

C.N.I.C. # _____

Seal _____

Date _____