

**PIA**

Pakistan International Airlines  
Supply Chain Management  
Commercial Purchases Section  
Tel: 99043304  
E-mail: [dgmipc@piac.aero](mailto:dgmipc@piac.aero)

REF: 20010777  
Dated: 25-01-2021  
Tender Cost: PKR 10,000

**INVITATION TO TENDERS AND INSTRUCTIONS TO BIDDERS**

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

Subject: **Tender Document for the Subscription & Renewal of  
Zimra Network Support**

Dear Sirs,

We are pleased to invite your sealed tenders for the subject tender. 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 Supply Chain Management Building JIAP Karachi by **16-06-2021**. 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 Procurement, 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 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 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. . All tenders without Earnest Money shall not be considered.

### **SECURITY DEPOSIT**

- A) 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.1% of the total awarded value in form of warranty Performance will be hold till the Completion of warranty as Described in Purchase Order and will be released after expiry of such warranty.

### **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).

#### **Technical Proposal having following documents.**

- a) Tender Fees Pay Order of RS. 6,000 (NOT REFUNDABLE)
- b) Company profile, Copy of GST & NTN certificate and technical literature.

**The outer cover of envelopes should bear address of the General Manager Procurement, PIA Supply Chain Management, 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.

**PRICE**

- 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.

**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) Quotation must be written on PIA prescribed form otherwise Bids will not be entertained.
- f) 1% of the total amount will be kept by PIA Finance till the completion of Warranty.

**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 Technical Specifications
2. Annexure C-Evaluation Criteria
3. Term & Conditions

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

**RFP for renewal of Zimbra Support Licenses for Network Edition**

**Scope of work**

The Vendor should renew the existing Zimbra Network Edition Support licenses for one (1) year. The Company must provide support during the subscription period.

**Terms of References**

- PIA team will provide access to resources as per requirement on the PIA site.

**Service Description**

The following license renewal will be required.

Type of Services	Quantity
Renewal of Zimbra Network Edition Support Licenses	300

**Following are the mandatory requirement for the tender:**

- The Company must be OEM or OEM certified partner or Distributor
- The Company must provide support during the subscription Period.
- GST and NTN registration certificate. Document: Relevant Certificate.
- Company must have geographical presence in at least Karachi and Islamabad. Technical support must be available in both stations. Document: Office Addresses.
- Must be active tax payer according to e.fbr.gov.pk Document: Online verification/ printout to be attached

**Financial Evaluation**

ITEM	Quantity	Per Unit Cost (PKR)	GST (if applicable)	Cost of Total QTY (with GST)
Renewal of Zimbra Network Edition Support Licenses	300			
<b>Total</b>				

**Prices must be inclusive of all taxes.**
**Terms and Conditions**

1. Tenders will be called on **Single Stage Two Envelope** basis.
2. Bid must be typed OR if hand written must be covered with Adhesive scotch Tape.
3. Quote must be on PIA Tender format, However , additional letter head can also be Attached.
4. All local bidders are required to submit 2% of total bid value in Financial Proposal as Earnest Money in shape of pay order.
5. Bid / rates must be typed / or if in case written manually that must be covered with adhesive scotch tape.
6. **Bidders are required to submit a pay order of Rs. 6,000 (non-refundable) with Technical Proposal as Tender Documents fee.**
7. All participants are required to mention all taxes & GST separately.
8. Payment term net thirty days.
9. All participants must quote one rate and best delivery period.
10. Quotation must be valid for 120 days (Extendable).
11. Guarantee & Warrantee must be provided.
12. Please note that quoted rates must be firmed and final in all respect.
13. Item found below PIA Standard shall be rejected / returned.
14. PIA may reserve the right to increase or Decrease or cancel the requirement of any or Complete tender without assigning proper reason.

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

Address \_\_\_\_\_

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

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

Seal \_\_\_\_\_

**Each Page of this Must Be signed & Company Seal**