

Pakistan International Airlines

Purchases Flight Kitchen Section, 1st Floor, Supply Chain Management (old P&L) Department Building,
(PIACL), Head Office Karachi Airport-75200 Pakistan.

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Tender Ref#: FSD-19010318A

Dated: 6th May, 2022

Tender Cost: PK Rs 2,500.00

Printable at paper size: A4 page.

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

M/s. _____

Sub: **Annual - SPOON Tea/Coffee Stainless Steel for Business Class.**

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 on “Single Stage Two Envelope Basis” addressed to D.G.M Purchases Commercial, Supply Chain Management (old P&L / Store) Department Building, PIACL Head Office, JIAP Karachi-75200 by **15-06-2022**. 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 (old P&L) 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.
2. Tenders will be opened at 11:00 hours, the same day in the presence of bidders. (optional)
3. Both technical & Financial Proposals should be sealed with Scotch Tape with authorized signature.
 - 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 mention Tender Ref No, date of opening & item description on their courier envelope.
4. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for any postal delays.
5. The decision of **General Manager (Procurement)** in all respect shall be final and binding.

EARNEST MONEY - [for local bidders only]

The Tender should be accompanied by a Pay Order in the name of M/ s PAKISTAN INTERNATIONAL AIRLINES as interest free Earnest Money [Refundable] to be placed in Financial Proposal in shape of Pay Order of an amount of **PKR 8,000.00** or a Bank Guarantee of equivalent amount [duly countersigned by the Head Office of the Bank], and remain be valid 03-months after expiry of the Contract. Tender without Earnest Money shall not be considered.

SECURITY DEPOSIT - [for local bidders & optional for foreign bidders]

Successful bidders, upon award of Contract / Purchase Order shall also be required to furnish an additional amount of **PKR 12,000.00** as interest free Security deposit in shape of Pay Order or a Bank Guarantee of equivalent amount (duly countersigned by the Head Office of the Bank), and remain be valid 03-months after expiry of the Contract. [for foreign bidders PIA may call amount equivalent to 05% Security Money by new participants upon evaluated 1st lowest bidder (if required)]

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 according to the specifications. Financial Proposal of only those bidders will be opened whose sample are found acceptable. Evaluation Report as per PPRA Rule-35 will be uploaded on both PPRA and PIA websites.

FINANCIAL Proposal - [having following documents].

1. Tender Schedule –“A” Complete Form duly filled in, signed, stamped every page and sealed with scotch tape.
2. Earnest Money amounting **Rs 8,000.00** of Total Bid Value in shape of Pay Order [issued from any scheduled bank] as Earnest Money [Refundable/Interest Free] - *On back side of Pay Order, Vendor must write company name/stamp, Tender Ref. No, date, Earnest Money & amount* - for Local Bidders only

TECHNICAL Proposal - [having following documents].

1. Tender Fees Pay Order of Rs 2,500.00 [Non Refundable] - *On back side of Pay Order, Vendor must write company name/stamp, Tender Ref. No, date, Earnest Money & amount* - for Local Bidders only
2. Quality samples [04 Pieces] – [Non-Returnable]
3. Technical Proposal of item & Company profile.
4. Copy of GST & NTN Certificate - [for local bidders only]
5. **Tender Schedule “B”, “C” & Specifications**, must be attached with Technical Proposal.
6. Manufacturers or Authorized Distributor, [with Authorization Certification from Manufacturer] / importers can only participate.
7. Samples must be without stamp & without vendor name, only temporary sticker for identification is allowed.
8. Reputable Laboratory Report or PCSIR or Equivalent for Food Grade Material to be attached with Technical Proposal & Items technical literature etc
9. *Technical Proposal [Certificates & Distribution Letters only] should be submitted in 02-two sets, inserted in Technical Proposal Envelope. [One for Technical Evaluation & One for file record]. Mandatory*

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) In any query without hesitate you will contact / emails mentioned concerned officer.

PRICES

- a) The Prices quoted must be net as per accounting unit as shown in the Schedule of tender, inclusive of all duties / taxes, packing, octroi and delivery charges for free delivery to PIA Flight Kitchen through Foreign / Local Receipt Section Supply Chain Management [old 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. Additional information, if any must be linked with entries on the Schedule to Tender.
- d) Offers must be valid for 120 days. [Extendable in line with PPRA Rules]
- e) Rates must be written on PIA prescribed form otherwise Bids will not be entertained.
- f) Correction White Fluid or Over Writing strictly is not allowed otherwise tender will be rejected/ not-considered.
- g) 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 does not pledge itself 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.

- Note. All Foreign Bidders must sent their samples / tender envelopes on DDP [Delivery Duty Paid this is only for Tender Samples / Envelopes] basis. Outer Courier Envelope must be with cross Tender Reference Number/ Item Description.

Yours truly,
for and on behalf of Pakistan International Airlines

DGM Purchases Commercial

Encl:

- 1. Tender Schedule "A", "B" & "C" complete form.
- 2. Undertaking [If attached with tender]

Notes Prescribed Tenders form for the subject item may be directly downloaded from <http://web.piac.com.pk/> or www.ppra.org.pk websites.
<https://www.piac.com.pk/corporate/sales-procurement/tenders>

Tender Schedule "A"
 Ref No: FSD-19010318A

Particulars of Item	Unit	Quantity Required	Unit Rate PKR	GST [if Applicable]	Total Value Rs.
<u>Tea / Coffee SPOON Stainless Steel for Business Class</u> Specification given below	No	10,500 Zero Rated			
		4,500 With GST			
Total Value in figures/words ➡					
TOTAL CONTRACT VALUE Rs. / Currency ➡					
EARNEST MONEY Rs. / Currency ➡					

Note:

- Production / delivery capability must not less than 2,000 No's per month, in non-compliance the late delivery charges will be deduct from the bills of supplier at 5% per month & it will increase at double for each month – upon failure in supplies PIA reserve the right to arrange the supplies from any other source on Risk & Expense of defaulting supplier.
- After receiving of P.O. bidder must submit additional amount (3 % of bid value) as Security Deposit within five (05) working days.
- Delivery required in Four (04) equal installments with the gap of 60 days
- First delivery required within 15 days after P.O received.

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

<u>Item Description</u>	→ <u>Tea / Coffee Spoon</u> Stainless Steel for Business Class
➤ <u>Chemical</u>	→ Food Grade Material (Chromatogram Certificate from a reputable Laboratory required with Technical Proposal”.

Physical : Dimensions

- | | |
|---------------------------|--|
| ➤ <u>Length</u> | → 14.00 cm ±5% |
| ➤ <u>Weight</u> | → 22-Grams ±5% |
| ➤ <u>SWG</u> | → 14-SWG |
| ➤ <u>Material</u> | → Good quality stainless steel non-magnetic & Food Grade (AISI-304) |
| ➤ <u>Handle</u> | → Should be blunting ended and non-detachable. |
| ➤ <u>Finish</u> | → Should be buffed mirror finish of high standard. |
| ➤ <u>Biological</u> | → Free from contamination |
| ➤ <u>Design</u> | → As per PIA approved sample. |
| ➤ <u>Labeling</u> | → Quarter / year of manufacturing & PIA Logo Embossed on each piece. |
| ➤ <u>Packing</u> | → Packed in a strong industrial carton of 200-pcs. |
| ➤ <u>Delivery</u> | → Free delivery at “SR-17 Flight Kitchen through Local Receipt Section / FRS” Supply Chain Management Department (Old P & L) PIA Head Office Karachi Airport. |
| ➤ Who can supply | → Manufacturer / authorized distributor of manufacturer only. |
| ➤ Card Board Box (carton) | → should be suitable for 4/5 time loading/off-loading / transportation to PIA Domestic /International Network. |

Each box marked with followings:

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

Tender Schedule "B"
Tender No: FSD-19010318A

MANDATORY REQUIREMENT	YES / NO
<u>Spoon Tea / Coffee SS for Business Class</u> Specification given above	
Participant must be registered with Sales Tax Authorities GST. No. & copies must be quoted.	
Quality samples Qty: 04-pieces 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 forfeited.
2. All participants are required to quote rates inclusive all Govt: Taxes & GST separately.
3. Please note that quoted rates must be firm and final in all respect.
4. Guarantee & warrantee must be provided. (if applicable)
5. Payment Terms NET NENETY DAYS or as agreed, income tax will be deducted at source.
6. Quotation must be valid for 120 days from the date of technical proposal opening.
7. Quantity 15% may increase or decrease.
8. Bid will be awarded on technically qualified individual lowest rates basis.
9. All foreign vendors must send their sealed quotation via courier service directly to General Manager Procurement, Supply Chain Management Department, 1st Floor SCM Department Building PIA Head Office Karachi Airport – 75200, in case of postal delay PIA will not be responsible.
10. Items are subject to evaluation by providing advance sample to determine the required quality by the user department/Joint Evaluation Committee.
11. Item found below PIA standard shell be rejected & not entertained.
12. Must comply with Food Laws of Pakistan / product country.
13. 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
14. Supplier staff delivering goods must be in clean uniform, non-conformity will incur 02% deduction from the billing amount.
15. All Bidders should fulfill every column and attach the relevant documents along with the proposals.
16. If goods deliver late than delivery schedule mentioned in Purchase Order. An amount equivalent 2% or more (as mentioned above/PIA Rules) of invoice / bill value will be deducted.
17. PIA has right to visit the bidder's manufacturing site.
18. All local & foreign vendors must quote inco-terms.
19. Technically successful bidders will be informed their results & Financial Opening date.
20. Quantity will be divided in 70% Zero Rated GST (Sales Tax Act-1990 Sec 4(b) Int'l Flights & 30% Domestic Flights with GST.
21. During the whole delivery period or at tendering process, PIA can verify the material from any independent Laboratory for which charges will be deducted from the bills / security deposit of the vendor.
22. Tenders all conditions are applicable to all Local & Foreign Bidders.
23. 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-19010318A

TO BE FILLED BY BIDDER / VENDOR MUST ATTACHED WITH TECHNICAL PROPOSAL Technical information about product					
ITEM DESCRIPTION / TYPES OF SAMPLES Complete Details size, SWG	Net weight	PIA Logo	Certification	Packing	Production Capability
Sample with PIA Logo / at the time of delivery must mention →					

DELIVERY SCHEDULE (must be filled by bidder)			
ZERO RATED QUANTITY divide in 4-equal installments		WITH GST QUANTITY divide in 4-equal installments	
QTY	DELIVERY DATE	QTY	DELIVERY DATE

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
Pakistan International Airlines Corporation
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 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/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.

