

Tender No. 24010556  
Dated. 01-08, 2024  
Tender Cost Rs 10,000.00

**INVITATION TO BID**

1. Pakistan International Airline (PIA) situated Head office Karachi Airport Pakistan invites seal bids from well respected bidders as per eligibility criteria mentioned in the bidding documents on “Single Stage Two Envelope Basis” for supply of following item(s).  
Item Description: ENGINE OIL SAE GRADE 20W50 QTY 14000 Liters
2. Bidding documents are available in following links/websites of procurement bodies.
3. PIACL Website <https://www.piac.com.pk/corporate/sales- procurement/tenders>
4. PPRA Website <https://www.ppra.org.pk/active-tenders>
5. EPADS-PPRA website <https://www.eprocure.gov.pk> through Supplier Login
6. Bids should be submitted electronically through PPRA EPADS.  
**Please Note** by hand OR courier service submission of bids in tender will not be acceptable until and unless submission of bids in PPRA E-PADS otherwise bids will be NOT acceptable.
7. Bids must be prepared in accordance with the instruction in the bidding documents and must submit by **21-08-2024(Wednesday) at 10:30 AM both in PPRA EPADS by electronically and by manual submission in the Tender Room at SCM Deptt Building near PIA HO Karachi Airport Pakistan.**
8. Bids will be opened on the same day at 11:00 AM.
9. Hard Copy of bid along with Original Bid Security instrument **MUST BE** submit to the under signed before deadline of the bid.

**Pakistan International Airlines**

Purchases Technical Commercial Section  
Supply Chain Management Department Building  
PIA Head Office Karachi Airport-75200 Pakistan

Tel: +92-21-99043048 /99044483

E-mail: [hakim.jan@piac.aero](mailto:hakim.jan@piac.aero) [nadeem.majeed@piac.aero](mailto:nadeem.majeed@piac.aero)

Website: <http://web.piac.com.pk/>

**Instructions to Bidders [Must Read Carefully]**  
**Tender Ref 24010556**

**Important Note:**

**After submission of bids through PPRA E-PADS, following details/receipt/docs required at the time of manual submission of tender documents in the tender opening date.**

- E-PADS Reference \_\_\_\_\_
- Tender Fee:     PKR \_\_\_\_\_
- Bid Security:    PKR \_\_\_\_\_
- Technical Literature (If applicable) \_\_\_\_\_
- Company Profile \_\_\_\_\_
- Certifications \_\_\_\_\_
- Authorizations \_\_\_\_\_

Manual bids must be submitted before Closing date i.e. \_\_\_\_\_

**INSTRUCTION FOR MANUAL SUBMISSION OF TENDER DOCUMENTS**

1. Bidder required to send their sealed tenders on “Single Stage Two Envelope Basis” addressed to D.G.M Procurement Management, Supply Chain Management, 1<sup>st</sup> Floor SCM Department Building, PIACL Head Office, JIAP Karachi-75200 by **21-08-2024**.
2. The tenders may be dropped in the tender box marked as “Tender Box Commercial Purchases” placed at the entrance / stairs of the PIA Supply Chain Management Building latest by 10:30 hours on the specified date.
3. You may also send your tenders through registered A/D, which must reach before the closing date and time mentioned above.
4. Tenders will be opened at 11:00 hours, the same day in the presence of bidders. [optional]
5. 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 & Supplier Name.
    - ✓ [Financial Proposal]            with Tender Reference Number & Supplier Name.
  - b) Note: All foreign bidders must mention Tender Ref No, date of opening & item description on the face of courier envelope. [compulsory]
6. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for any postal delays.
7. The decision of General Manager [Procurement] in all terms & conditions respect shall be final and binding.

## **PREPARATION OF TENDER**

The Tenders document should be contain two envelopes and each envelope should be sealed individually as follows:

**Technical Proposals** (Envelope) should contain following documents

a-Technical Literature / Brochures of item.

b-Samples (where applicable)

c- Authority Letter (In the name of Rep. of Participating )

d-Tender Fee in shape of **P.O. PKR.5,000/=** (for local/bidders) in favor of “**Pakistan International Airline**”, **tender fee not refundable.**

e-Signed **Copy** of **Duly Filled (Schedule-A) compulsory.**

f-Copies of all Applicable Certificates i.e. “**Mandatory Requirements, Affidavit & Check List**”

**Financial Proposals** should contain:

Price/rate /brand name **Duly filled (Schedule-A) compulsory.**

Prescribed Tender Form (All Pages mentioning Rates/ Quotes).

[Each page should be filled, signed & bearing company's seal].

## **Pay Order of Earnest Money for Rs.200,000/- must be enclosed With Technical Proposal**

**Note: As per PPRA Rule bidders need to submit Earnest Money which is PKR Rs.200,000/- (Refundable) in shape of Pay order in favor of “Pakistan International Airlines”.**

Financial Proposals shall remain sealed and in the custody of PIA until the evaluation report (on basis of Technical literature & samples) is issued by Competent Evaluation Committee (CEC).

Evaluation Report shall be uploaded on PIA / PPRA website for 07 days for bidders to contest (if they need). They may lodge their grievances to grievance committee within this stipulated time.

Financial Proposal of only technically qualified bidder(s) will be opened on later stage (to be informed successful bidders) Remaining Those bidders who will not qualify in Technical Evaluation their Financial Proposals shall be **returned as un-opened.**

### **C). ACCEPTANCE / REJECTION OF TENDER**

PIA does not pledge herself to imperatively accept the lowest bid, but reserves the right:

- To accept or reject any or all bids / quotations as per PPRA rules.
- To divide business among more than one supplier; or
- To accept the tenders at rates on lowest individual items; or
- To extend the date of opening as per PPRA rules.

### **D). COMPULSORY FBR REGISTRATION / CERTIFICATION FILLING /RETURNS:**

Bidders **MUST** be having NTN GST number and provide the proof of their registration/filling of FBR Taxes/ Returns annually (For Pak Based bidders only)

Authorization from the Principal (if Authorized Agent / Distributor  
[Original may be asked to show at time of tender opening]

**Sign & Official Seal of Bidder**

**E). Instructions for Foreign Bidders:**

Foreign bidders are exempted from Earnest money and Tender fee.

1. INCO TERM: CFR KARACHI (SCM BUILDING PREMISES).
2. The quote must specify delivery time after placement of the Purchase Order.
3. Payment terms will be **NET THIRTY DAYS (NTD)**.

Bids through e-mail shall not be entertained.

Yours truly,

**for Pakistan International Airlines**

**Pakistan International Airlines**  
Purchases Technical Commercial Section  
Supply Chain Management Department  
Building PIA Head Office Karachi Airport-75200  
Pakistan

Tel: +92-21-99043048 /99044483

E-mail. [hakim.jan@piac.aero](mailto:hakim.jan@piac.aero)

[nadeem.majeed@piac.aero](mailto:nadeem.majeed@piac.aero)

1. Tender Schedule-A
2. Mandatory Requirement / Terms & Conditions
3. Undertaking
4. Integrity Pact

PARTICULARS (Specifications)	UOM	QTY	MAKE / MODEL	ORIGIN	UNIT RATE PKR / USD / GBP / OTHERS	GST As Applicable	EXTENDED VALUE PKR / USD / GBP / OTHERS	REMARKS
ENGINE OIL SAE GRADE 20W50 API(C1-4) SUPPLIER PRODUCT SHOULD BE CERTIFITED BY PAKISTAN STANDERD QUALITY CONTROL (PSQC) AND API ENGINE OIL LICENSING & CERTIFICATION SYSTEM (EOLCS)	LTR	14000						
Product Must be of Renowned Oil Marketing companies: <b>Only Manufacturers or Its Authorized Distributors should participate in Tender Batch/Serial No /QR code must be verified online.</b>					<b>Total</b>			
Offered delivery schedule: _____ .					<b>Earnest Money</b>			
					<b>Grand Total</b>			

**Note:** *Please avoid cutting / over writing, using correction fluid while filling in this Tender Schedule.*

Authorized Signatures (of the Bidder): \_\_\_\_\_

Official Seal of the Company: \_\_\_\_\_

**MANDATORY REQUIREMENTS  
AFFIDAVIT & CHECK LIST**

**TENDER REFERENCE NO: 24010556**

1	<b>We are participating as:</b> ( <u>Tick</u> where applicable ) Manufacturer / Producer / Authorized Distributor /	Our Principals are M/ s:  [Note: Please attach Copy as applicable]
2	We are registered with following Authorities and our <b>Registration Numbers are:</b>  <b>Note:</b> 1. Please write ' N/A ' where Not Applicable. 2. Please attach Copies of notified Documents.	<b>GST</b> : _____ <b>NTN</b> : _____ <b>ISO</b> : _____ <b>PSQCA</b> : _____ <b>OTHERS:</b> _____
3	<b>We have attached:</b> <b>Note:</b> [Don't write any amount in Earnest Money's column, if it is Single Stage Two Envelop Bid]	Tender Fee (Rs) : _____ [In Tech. Prop] * Earnest Money: _____ [In Finance. Prop] ** [Please <b>Do Not write Amount</b> here]
	* P.O / CR. No _____ Drawn on Bank: _____ Branch: _____ ** P.O / CR. No _____ Drawn on Bank: _____ Branch: _____	
4	Offered item will be from Fresh Stock and Minimum Expiry shall be (1) One Years.	
5	Our offered item(s) contains Warranty / Guarantee.	No / Yes _____ Years / Months (By Manufac.)
6	<b>Product Specific "MANDATORY" Requirements</b> <b>Size:</b> _____ <b>Color:</b> _____ <b>Brand Equivalent To:</b> _____ We are submitting Quality Samples Qty _____ ea along with our Technical bid.	
7	We shall make deliveries free of all charges, and as per schedule given in tender / Purchase Order.	
8	We are quoting <b>JUST ONE RATE</b> (inclusive of all taxes, mentioned separately) that are firm & final in all respects, and shall be valid for <b>180 days</b> or extendable countable from the date of tender opening.	
9	We have attached (duly signed and affixed sealed) <b>Integrity Pact</b> on our letter head. The same shall be submitted by us (along with <b>Contract Agreement</b> ) on Stamp Paper if tender is awarded to us.	
10	We are agreed for Payment terms <b>Net Thirty Days</b> (NTD), and Income Tax deduction at source.	
11	We understand that the required quantities may be increased / decreased by 15 %.	
12	I / We do hereby affirm that: I / we have read and understood the terms and conditions of the tender as mentioned above & agreed that our bid is in line with the terms and conditions of this tender. Whatever is written above is true to the best of my knowledge and belief. I / we are fully aware that my / our bid may be rejected if; at any time, any of the entry is found wrong / false. This tender is filled in; the signature & affixing the company's seal on all pages are by me.	

Name : \_\_\_\_\_ Designation \* : \_\_\_\_\_

Address: \_\_\_\_\_

Cell No: \_\_\_\_\_ E-Mail : \_\_\_\_\_

Tel No : \_\_\_\_\_ Fax No: \_\_\_\_\_

Authorized Signature (Bidder): \_\_\_\_\_ Company's Seal : \_\_\_\_\_

\* **Note:** Please specify whether you are signing as:

- : Sole Proprietor or Attorney  (if Proprietorship)  
: Active Partner or Attorney  (if Registered under Partnership Act)  
: Secretary / Director / Manager  (if Registered under Company's Ordinance)

**(To be submitted on Company's Letterhead))**

General Manager Procurement  
Procurement & Logistics Department  
Pakistan International Airlines.  
Karachi

**Subject: Undertaking to Execute Contract**

Dear Sir,

We/I, the undersigned bidders do hereby confirm, agree and under take to do following in the event our / my tender for supply of

\_\_\_\_\_ to PIA is approved and accepted:

That we / I will into and execute the formal contract, a copy of which has been supplied to us / me, receipt whereof is hereby acknowledge and which has been studied and under stood by me / us without any change, amendment, revision or addition thereto, within a period of seven days when required by PIA to do so.

That all expense in connection with the preparation and execution of the contract including stamp duty will be borne by us / me.

That we / I shall deposit with PIA the amount of security as specified in the contract which shall continue to e held by PIA until three months after expiry of the contract period.

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 forfeited and we / I shall not question the same.

**Bidders Signature:** \_\_\_\_\_

**Name in full:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone/Fax No:** \_\_\_\_\_

**CNIC:** \_\_\_\_\_

**Seal :** \_\_\_\_\_

**Date:** -----/-----/2024

## 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.

**(End)**