

**TenderNo.DGMPC-Annual/A-4/Paper/Local/2025-26**

**Dated.26-12-2024**

**Tender Cost Rs 15,000.00**

**EarnestMoneyRs100,000.00mustsubmitwithTechnicalProposal**

## **INVITATIONTOBID**

1. Pakistan International Airline (PIA) invites quotations through EPADS and sealed bids from renowned(EligibilityasperBiddingDocuments)Vendors“SingleStageTwoSealed Envelope Basis” for supply of

**TenderDocumentfortheProcurementofA-4Paper70,80,GSM±5%  
LocalPaperPackingEachReamof500Sheets(Dustfreebestquality).**

2. Bidding documents containing detailterms and conditions, etc. are available at electronically and can be downloaded from
3. PIACLWebsite <https://www.piac.com.pk/corporate/sales-procurement/tenders>
4. PPRAWwebsite <https://www.ppra.org.pk/active-tenders>
5. EPADS-PPRAWwebsite<https://www.eprocure.gov.pk>throughSupplierLogin
6. BidsshouldbesubmittedelectronicallythroughEPADS.  
PleaseNote.ManualsubmissionofbidwithoutE-PADSisNOTallowed.
7. Thebids must bepreparedin accordance with the instructionin the bidding documentsand must submit by **15-01-2025 at 10:30AM**. Bids will be opened on the same day at 11:00AM.
8. HardCopy ofbidalongwithOriginal Bid Securityinstrument **MUST BE** submit to theunder signed before deadline of the bid.

### **PakistanInternationalAirlines**

LocalPurchasesCommercialSection

1<sup>st</sup>Floor,SupplyChainManagementDepartmentBuilding,[PIACL],Head

Office Karachi Airport-75200 Pakistan

Tel:+92-21-99043304/5379,Fax:+92-21-34570120

E-

mail.[dgmcp@piac.aero](mailto:dgmcp@piac.aero)/[khizpk@piac.aero](mailto:khizpk@piac.aero)/[qhulam.ali@piac.aero](mailto:qhulam.ali@piac.aero)Website:[http://  
web.piac.com.pk/](http://web.piac.com.pk/)

## InstructionstoBidders[MustReadCarefully]

### ImportantNote:

**AfterSubmissionofbidsthroughE-PADS,followingevidencesarerequired:**

- E-PADSReference \_\_\_\_\_
- TenderFee: PKR \_\_\_\_\_
- BidSecurity: PKR \_\_\_\_\_
- QualityTenderSamples(Qty) \_\_\_\_\_
- TechnicalLiterature(Ifapplicable)\_\_\_\_\_
- CompanyProfile \_\_\_\_\_
- Certifications \_\_\_\_\_
- Authorizations \_\_\_\_\_

ManualbidsmustbesubmittedbeforeClosingdatei.e. \_\_\_\_\_

M/s. \_\_\_\_\_  
\_\_\_\_\_

**Sub :TenderDocumentfortheProcurement ofA-4Paper70,80,GSM±5%  
LocalPaperPackingEachReamof500Sheets(Dustfreebestquality).**

**(AnnualQuantity/Supplyshouldbemakeasandwhenrequiredbasis)**

DearSirs,

Pakistan International Airline (PIA) invites quotations through EPADS and sealed bids from renowned Eligible Vendors "Single Stage Two Sealed Envelope Basis" for supply of below tabulated items / goods / services.The terms & conditions of the tender / supplies are given below:-

### SUBMISSIONOFTENDER[MANUAL]

1. Youarerequiredtosendyoursealedtenderson"SingleStageTwoEnvelopeBasis"addressedto D.G.MProcurement Management, SupplyChain Management, 1<sup>st</sup> Floor SCMDepartment Building, PIACL Head Office, JIAP Karachi-75200 by **15-01-2025.**
2. Thetendersmaybedroppedinthetenderboxmarkedas"TenderBoxCommercialPurchases"placedat the entrance / stairs of the PIA Supply Chain Management Building latest by 10:30 hours on the specified date.
3. YoumayalsosendyourtendersthroughregisteredA/D,whichmustreachbeforetheclosingdateand \_\_\_\_\_ time mentioned above.
4. Tenderswillbeopenedat11:00hours,thesamedayinthepresenceofbidders.[optional]
5. Bothtechnical&FinancialProposalsshouldbesealedwithScotchTapewithauthorizedsignature.
  - a) Tendersmustbeintwoseparatensealedenvelopes;
    - ✓ [TechnicalProposal] →withTenderReferenceNumber&SupplierName.
    - ✓ [FinancialProposal] →withTenderReferenceNumber&SupplierName.
  - b) Note: All foreign bidders must mention Tender Ref No, date of opening & item description on their OUTER courier envelope. [strict compliance]
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.**

**EARNEST MONEY [for local bidder only]**

The **TECHNICAL** Proposal should be accompanied with a Pay Order [issued by any scheduled bank] amounting **Rs 100,000.00** and must be payable at Karachi Pakistan in lieu thereof in the name of M/s. PAKISTAN INTERNATIONAL AIRLINES CORPORATION LIMITED as interest free Earnest Money [Refundable] only with Financial Proposal. All tenders without Earnest Money shall not be considered.

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

Successful bidders, upon award of Contract / Purchase Order an additional amount of **PKR 200,000.00** [will be called if required] 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], Bank Guarantee remain be valid 03-months after expiry of the Contract. [for foreign bidders PIA may call some amount as Security Money by new participants upon evaluated 1<sup>st</sup> 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.

**TECHNICAL Proposal - [having following documents].**

1. Tender Fees Pay Order of Rs 15,000.00 [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. Earnest Money amounting **Rs 100,000.00** 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
3. Quality samples [01 Ream] - [Non-Returnable]
4. Technical Proposal of item & Company profile.
5. Copy of GST & NTN Certificate - [for local bidder only]
6. **Tender Schedule “B”, “C” & Specifications**, must be attached with Technical Proposal.
7. **Manufacturer or Authorized Distributors, Importer or his distributor. & General Order Supplier**
8. *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) 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 hesitation 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.
- h) Hand written bid [RATES] via Pen / Marker / Pointer etc will not be acceptable. Only TYPED BID / TYPED UNIT RATES will be accepted. Alternatively Transparent TAPE should be pasted over WRITTEN RATES. Non-Compliance of above may result in REJECTION OF YOUR BIDS.

## ACCEPTANCE OF TENDER

PIA does not pledge itself to accept the lowest tender and reserves 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 send 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.

Yourstruly,  
for and on behalf of **Pakistan International Airlines**

**Purchases Commercial Supply Chain Management – PIA KHI**

Encl;

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

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

**Tender Schedule "A"**

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Particulars of Item	Unit	Quantity Required	Unit Rate Rs [Exclusive of GST]	GST [if Applicable]	Total Value Rs. [Inclusive of GST]
<b>A-4 Paper Local 80 GSM ± 5%</b> Packing: Each Ream of 500 Sheets Brand: Local Paper/Imported (Dust Free Best Quality)	Ream	1,200			
<b>A-4 Paper Local 70 GSM ± 5%</b> Packing: Each Ream of 500 Sheets Brand: Local Paper/Imported (Dust Free Best Quality)	Ream	1,200			
<b>Total Value in figures/words →</b>					
<b>Total Contract Value Rs →</b>					
<b>Earnest Money Amount Rs →</b>				<b>100,000.00</b>	

**Note:**

- All participants must quote one rates. Rates must be inclusive of all Govt. Taxes but GST shall be mentioned separately [if applicable] - GST [if applicable]
- After receiving of P.O bidder must submit additional amount [as mentioned above] as Security Deposit within fifteen [15] working days. [for local bidders if required].
- First delivery required within 15 days after P.O received or as agreed [both mutual understanding basis].
- Bidders are required to offer one rate despite offering more than one proposal / sample. In case of more than one financial offer / rate, bidders must submit separate Technical & Financial Proposals [with tender fee & Earnest Money for local bidders].
- Quality samples [01 Ream] - [Non-Returnable] must be submitted at time of tender date & time
- any Grievance fee of Rs 50,000.00 should be submitted. If grievance found Tenable by Grievance Committee same will be refunded, if grievance found Non Tenable, grievance fee will not be refunded.

I/We hereby confirm having read and understood the terms and conditions of the tender and I/we 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. \_\_\_\_\_

NTNNO. \_\_\_\_\_

SEAL \_\_\_\_\_



**Subject: UNDERTAKING TO EXECUTE CONTRACT**

Dear Sir,

1. We/I, the undersigned bidders do hereby 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 - [Submit with Financial Proposal]*

**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 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.

### **PARTICIPATION AUTHORIZATION LETTER**

*Must be filled by Representative of Company with C.N.I.C Copy, Company Identification & must be submitted with Technical Proposal only*

**TOWHOMITMAYCONCERN**

**Dated.** \_\_\_\_\_

**Inamely** \_\_\_\_\_

**Bearing CNIC\*No.** \_\_\_\_\_

**Representing M/s.** \_\_\_\_\_,

**Am hereby authorized by my company to submit proposal against**

**Tender No:** \_\_\_\_\_

**For [item]** \_\_\_\_\_

**To PIA and observe proceeding on tender opening day. Copies of my CNIC & Company Card copy are enclosed.**

**Authorized Signature & Seal of Supplier with Designation** \_\_\_\_\_

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

**Telephone No** \_\_\_\_\_ **Cell No.** \_\_\_\_\_

**Fax No:** \_\_\_\_\_ **Valid Email** \_\_\_\_\_

*\*Computerized National Identity Card*