

Tender No. PIAC/PR-24011854/25

Dated. 29- May, 2025

Tender Cost Rs 15,000.00

Earnest Money Rs 50,000.00 must submit with Technical Proposal

INVITATION TO BID

1. Pakistan International Airline (PIA) invites quotations through EPADS and sealed bids from renowned (Eligibility as per Bidding Documents) Vendors "Single Stage Two Sealed Envelope Basis" for supply of

Heavy Duty (New) Photo Copier Machine with warranty.

2. Bidding documents containing detail terms and conditions, etc. are available at electronically and can be downloaded from
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 EPADS.
Please Note. Manual submission of bid without E-PADS is NOT allowed.
7. The bids must be prepared in accordance with the instruction in the bidding documents and must submit by **18-06-2025 at 10:30 AM**. Bids will be opened on the same day at 11:00 AM.
8. 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

Local Purchases Commercial Section

1st Floor, Supply Chain Management Department Building, [PIACL],

Head Office Karachi Airport-75200 Pakistan

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

E-mail. dgmipc@piac.aero / khijzpk@piac.aero / ghulam.ali@piac.aeroWebsite: <http://web.piac.com.pk/>

Instructions to Bidders [Must Read Carefully]

Important Note:

After Submission of bids through E-PADS, following evidences are required:

- E-PADS Reference _____
- Tender Fee: PKR _____
- Bid Security: PKR _____
- Quality Tender Samples (Qty) _____
- Technical Literature (If applicable) _____
- Company Profile _____
- Certifications _____
- Authorizations _____

Manual bids must be submitted before Closing date i.e. _____

M/s. _____

Sub : Procurement of Heavy Duty (New) Photo Copier Machine with warranty.

Dear Sirs,

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:-

SUBMISSION OF TENDER [MANUAL]

1. You are required to send your sealed tenders on "Single Stage Two Envelope Basis" addressed to D.G.M Procurement Management, Supply Chain Management, 1st Floor SCM Department Building, PIACL Head Office, JIAP Karachi-75200 by **18-06-2025**.
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 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 bidders only]*

The **TECHNICAL** Proposal should be accompanied with a Pay Order [issued by any scheduled bank] amounting **Rs 50,000.00** 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 60,000.00** [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 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.

TECHNICAL Proposal - *[having following documents].*

1. Tender Fees Pay Order of Rs 30,000.00 [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 50,000.00** 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. Technical Proposal of item & Company profile.
4. Copy of GST & NTN Certificate - [for local bidders only]
5. **Tender Schedule “B”** Specifications, must be attached with Technical Proposal.
6. Manufacturers or Authorized Distributors of Manufacturer [with Authorization Letter from Manufacturer], Whole Seller, Stockiest and General Order Supplier OR Related Trade can participate.
7. 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 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 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**

Purchases Commercial
Supply Chain Management – PIA KHI

Encl;

1. Tender Schedule “A” & “B” 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 websites.
<https://www.piac.com.pk/corporate/sales-procurement/tenders>

Tender Schedule "A"

 Ref No. PIAC/PR-24011854/25 **[enclose in Financial Envelope only]**

Particulars of Item	Unit	Quantity Required	Unit Rate Rs [Exclusive of GST]	GST [if Applicable]	Total Value Rs. [Inclusive of GST]
Heavy Duty Photocopier New Heavy Duty Photo Copier Machine with 01 Year Warranty (Re-Furbished not accepted) Quality Brochures must be submitted with Technical Proposal for evaluation purpose	Each	01			
Total Value in figures/words →					
Total Contract Value Rs →					
Earnest Money Amount Rs →				50,000.00	

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] will be paid on items where applicable with the distribution of quantities.
- Upon non-compliance, Late Delivery Charges will be applied at 02 to 05% per of each shipment & will be increased / multiplied on time bar or item may be arranged from other source on supplier's RISK & EXPENSE [Risk Purchase from any other source] or black listing of supplier.
- 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].

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. _____

NTN NO. _____

SEAL _____

1. Who Can supply:

- Manufacturer, Authorized Distributor of Manufacturer, Whole Seller, Stockiest & General Order Supplier OR Related Trade.
- A reputable supplier with no track record of conflict or legal dispute with PIA.

2. Sample:

- Quality Brochures (Non Returnable) must be submitted with Technical Proposal.
- As Per Approved Sample.

3. Other Terms & Conditions:

- Items found below the required specification may be rejected / returned without any liability to PIA.
- PIA Security Pass for supply vehicle and employees is the responsibility of vendor (for local suppliers).
- Supplier staff delivering goods must wear clean uniform (including shoes and company logo / identity). A fine of 2% on each supply will be imposed in case of non compliance.



Tender Schedule "B"
Tender No. PIAC/PR-24011854/25

Mandatory Requirement [must attach with Technical Proposal]	YES / NO
Heavy Duty (New) Photocopier Machine with warranty <u>Note:</u> Re-Furbished not accepted Quality Brochures (Non Returnable) must be submitted with Technical Proposals for Evaluation Purpose. Specification given above	
Participant must be Manufacturer or Authorized Distributor of Manufacturer, Whole Seller, Stockiest & General Order Supplier OR Related Trade.	
Participant must be registered with Sales Tax Authorities. Please attach copy of GST Registration Certificate indicating current "ACTIVE" status otherwise stand "REJECTED" ab-initio.	
Quality samples Qty: 02 Sheets must be submitted for Evaluation purpose [Non Returnable]	
Delivery must be made at PIA Local / Foreign Receipt Section PIA SCM Building, PIACL Head Office Karachi Airport, as per delivery schedule given in PO.	
Fixed Earnest Money [Pay Order] submitted along with the Technical Proposal	

Tender Terms & Conditions

1. If any stage documents provided by bidder found tempered /bogus deposited E/Money will be forfeited.
2. All participants are required to quote rates inclusive of all Govt: Taxes & **GST separately**. [for local bidders]
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 THIRTY DAYS or as agreed.
6. Income tax will be deducted at source. [for local bidders]
7. Quotation must be valid for 120 days from the date of technical proposal opening.
8. Quantity 15% may increase or decrease.
9. Bid will be awarded on technically qualified individual lowest rates basis.
10. All foreign vendors must send their sealed quotation via courier service, with *cross reference Tender No.* directly to **General Manager [Procurement], Supply Chain Management, 1st Floor [old P&L Department] Building PIACL Head Office J.I.A.P Karachi Airport – 75200,** in case of postal delay PIA will not be responsible.
11. Items are subject to evaluation by providing advance sample to determine the required quality by the user department/Joint Evaluation Committee. Item found below PIA standard shall be rejected & not entertained.
12. It will be the suppliers' responsibility to obtain Entry Passes for PIA Local Receipt Section SCM Building for their personnel and the vehicles from PIA. Security after completing the required formalities. [for local bidders]
13. Supplier staff delivering goods must be in clean uniform, non-conformity will incur 02% deduction from the billing amount.
14. If goods deliver late than delivery schedule mentioned in Purchase Order. An amount equivalent 2% / multiple by time bar will be deducted from invoice / bill of bidder [as per rules].
15. Tender quantity will be split in 30% & 70% ratio, Zero Rated 70% quantity will be utilized on International Flights which is GST Exempted vide Sales Tax Act 1990 Sec-4[b].
16. PIA has right to visit the bidder's manufacturing site [if required].
17. During the course of normal supplies or at tendering stage/process, PIACL reserves the right for laboratory testing of supplies / samples for reputable independent source at the expense of supplier.
18. Technically successful bidders will be informed their results & Financial Opening date.
19. Packing must be industrial standard of Card Board Box level & packages must be suitable for four to five times [loading off-loading] / transportation to PIA Network.
20. If you have any query you can contact without any hesitation to concerned Procurement Officer email ghulam.ali@piac.aero +92-21-99043304 / +92-300-4993634

Instructions for Foreign Bidders

Foreign bidders are exempted from Earnest money and Tender fee.

1. INCO TERM: CFR / C&F 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.