

Tender No. UFM-
 Dated. Sep- 24, 2024

INVITATION to BIDS

Sealed Tenders on Single Stage TWO SEALED ENVELOPE Basis invited for the ANNUAL procurement of followings;

Item Description	Tender No.	Closing / Opening	Details
Name Plate for Cabin Crew	UFM- 2401316	14-10-2024 <i>10:30 Hours PST</i> <i>[Closing Time]</i> <i>11:00 Hours PST</i> <i>[Opening Time]</i>	Tender Bid must be offered through PPRA E-PADS Web Portal and also submit Sealed Envelopes

Pakistan International Airlines (PIA) the National Flag Carrier invites sealed bids from Suppliers.
 (Vendor eligibility as mentioned in tender documents.

Bidding documents, for each lot, containing detailed terms and conditions, etc. are available and can be downloaded from PIA Website <https://www.piac.com.pk/corporate/sales-procurement/tender> as well as from E-PADS PPRA web site www.eprocure.gov.pk free of cost. Bidders need to get registered at E-web portal of E-PADS PPRA to access the tender document and other relevant information including electronic bid submission. In case of any help regarding EPADS online submission Mr. Wali Sohaib Najeeb Cell No. +92 345 9897000 and email auditcell.scm@piac.aero may be contacted.

Bids should be submitted electronically ONLY through EPADS PPRA web portal. Manual submission of bid, without EPADS electronic bid, is NOT allowed. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidder/s may contact Mr. Rizwan Mehmood, Director MIS Room No.109, 1st Floor, FBC Building Sector G-5/2, Islamabad or Helpline Contact No. 051-111-137-237.

The bids prepared in accordance with the instructions in the bidding documents must be submitted through EPADS web portal by closing time & date mentioned in the tender document. Bids will be opened on the same day at 11:00 AM through EPADS. All interested bidders must register themselves at EPADS by using link <https://eprocure.gov.pk/#/supplier/registration>

Note:-

Original Bid Security / Earnest Money instrument MUST BE attached with the Technical Proposal and the reference / Pay Order copy must be submitted through EPADS online submission as well, before Tender Closing Date & Time.

DGM Purchases Commercial

PIA SUPPLY CHAIN MANAGEMENT

1st Floor, Supply Chain Management Building, PIACL Head Office, Airport-75200 Karachi - Pakistan.

Tel +92-21-99045379 & 3157 - Email: dgmipc@piac.aero / uniform@piac.aero

PIA Tender link (web) - <https://www.piac.com.pk/corporate/sales-procurement/tenders>

Dated. 14-10, 2024
Tender Cost. Rs: 2000.00

Invitation of Tender and Instructions to Bidders (Must Read Carefully)

Important Note:

- Must participated through EPADS System, only those Manual bids shall be considered which have already been quoted through EPADS.

After Submission through EPADS, following documents are required physically:

- EPADS Tender Print, Tender fees, Earnest Money, Quality Tender Samples Quantity Technical Literature, Company Profile, Certifications, Authorizations.

Following above must be submitted before Closing date: 14-10, 2024

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

M/s. _____

Sub: REQUIREMENT OF NAME PLATE FOR CABIN CREW

Dear Sir,

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 In "Single Stage Two Sealed Envelope Basis" addressed to D.G.M Purchases Commercial, Supply Chain Management Department (Store) Building, PIAC Head Office, JIAP Karachi-75200 by **14-10-2024** The tenders may be dropped in the tender box marked as "Tender Box Commercial Purchases" placed at the entrance of the PIA Supply Chain Building (Procurement & Logistics) 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. Tenders will be opened at 11:00 hours the same day in the presence of bidders.
2. Both technical & Financial Proposals should be sealed with Scotch Tape
 - a) Tenders must be in two separate sealed envelopes;
 - ✓ (Technical Proposal) → with Tender Reference Number
 - ✓ (Financial Proposal) → with Tender Reference Number.
 - ✓
3. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for any postal delays. The decision of **General Manager Procurement** in this respect shall be final and binding.

EARNEST MONEY :

The Technical Proposal should be accompanied with a Pay Order [issued by any scheduled bank] amounting **Rs 15,000.00** 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 Technical Proposal. All tenders without Earnest Money shall not be considered.

Sign & Seal of Bidde

SECURITY DEPOSIT

The successful bidders upon award of Contract / Purchase Order will be required to furnish in the amount Rs: **20,000/** 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.

PREPARATION OF TENDER

Tender will be opened on “**Single Stage Two Sealed 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 specification carried out by PIA Management. 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/PIA websites.

Financial Proposal having following documents.

1. **Tender Schedule –“A”** Complete Form {All pages} duly filled in, signed, stamped every page and sealed with scotch tape.

Technical Proposal having following documents “Mandatory Requirement”.

1. **Earnest Money amounting Rs 15,000.00 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]**
2. **Quality samples 01 pc of required item must be submitted) (Non-Returnable).**
3. **Company profile, Copy of GST & NTN certificate**
4. **Tender Schedule “B” must be attached with Technical Proposal/ all pages.**
5. **Manufacturer / Importer / Authorized Distributor with Authorization Certification from Manufacturer (Documentary Proof /Evidence of import/ FBR active GST/NTN Certificate required).**
6. **Samples must be without stamp & without vendor name only temporary sticker for identification is allowed.**

Note: Only local bidder will be encouraged for this tender.

Sign & Seal of Bidder

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:

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

- 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 Bidders must indicate whether its firm / company / organization etc is registered with PIA or not. If registered then specify PIA Registration number.

Particulars of Item	Unit	Quantity Required	Unit Rate PKR	GST [if Applicable]	Total Value PKR
Name Plate	each	2000			
Total Value in figures/words →					
TOTAL CONTRACT VALUE Rs. →					
Amount Rs: 15,000/ EARNEST MONEY Rs. →					

Sign & Seal of Bidder

PRICES

- 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 Local Receipt Section SCM 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** in Pakistan Currency. Additional information, if any must be linked with entries on the Schedule to Tender.
- d) Offers must be valid for 120 days.
- e) Rates must be written on PIA prescribed form otherwise Bids will not be entertained.
- f) **Correction White Fluid or Over Writing strictly not allowed otherwise tender will be rejected/ not-considered.**

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 / cancel as per PPRRA Rules.

Yours truly,
for Pakistan International Airlines

DGM Purchase Commercial
Supply Chain Management - PIA (KHI)

Encl:

- 1. Tender Schedule "A" & "B" complete form.
- 2. Undertaking (If attached with tender)

Notes: 1- Prescribed Tenders form for the subject item may be directly downloaded from www.piac.com.pk or www.ppra.org.pk websites.

[http:// www.piac.com.pk/PIA_Business/pia-Business_Tenders.aspx](http://www.piac.com.pk/PIA_Business/pia-Business_Tenders.aspx)

Earnest Money Details	<u>Amount Rs</u>
	<u>15,000</u>

Must be submitted with Technical Bid.

Sign & Seal of Bidder

TENDER SCHEDULE "A"
REF NO: **UFM-24011316**

Note:

- After receiving of P.O. bidder must submit additional amount Rs: 20,000/ as Security Deposit within five (05) working days.
- Delivery required in Three (03) equal installments with the gap of 30 days as required.
- First delivery required within 15 days after P.O received or as agreed (both mutual understanding basis).
- Bidders are require 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 & amount Rs: 15,000/ EM).

Declaration by Bidder (s):

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.

BIDDERS SIGNATURE: _____

BIDDERS NAME: _____

DESIGNATION: _____

ADDRESS _____

Tel No. _____

Fax No. _____

Cell No. _____

Valid Email : _____

No. _____

NTN NO. _____

Sign & Seal of Bidder

REF NO: UFM-24011316

Particulars of Item	Unit	Quantity Required	Unit Rate PKR	GST [if Applicable]	Total Value Rs.
NAME PLATES FOR CABIN CREW	Each				
Total Value in figures/words →					
TOTAL CONTRACT VALUE Rs. →					
EARNEST MONEY Rs. 15,000.00 →					

Note:

- 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 Three (03) equal installments with the gap of 30 days as required.
- First delivery required within 15 days after P.O received or as agreed (both mutual understanding basis).
- **Bidders are require 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 amounting Rs: 15000.00 EM for local bidders).**

Declaration by Bidder (s):

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.

BIDDERS SIGNATURE: _____

BIDDERS NAME: _____

DESIGNATION: _____

ADDRESS _____

Tel No. _____

Fax No. _____

Cell No. _____

Valid Email : _____

GST No. _____

NTN NO. _____

Sign & Seal of Bidder

TENDER SCHEDULE "B"
Mandatory Requirement

DESCRIPTION / SPECIFICATION OF ITEM	YES/NO
<p>1. Item Name / Description :- <u>REQUIREMENT OF NAME PLATE</u></p> <p>2. <u>Specification</u></p> <p>Broad in size comparing to previous one.</p> <p>Only Single Name in Capital Letters.</p> <p>Name should be in the middle of plate.</p> <p>PIA Logo on right side.</p>	
<p>Manufacturer / Authorized Distributors of related trade are allowed to Participate, → Please attach copy of Authorization Certificate issued</p>	
<p>Participant must be registered with Sales Tax Authorities → Please attach copy of GST Registration Certificate.</p>	
<p>Quality sample 01 Each must be submitted (non-returnable)</p>	
<p>Delivery must be made at PIA Local Receipt Section SCM Building as per delivery schedule given in PO.</p>	
<p>Earnest money amounting Rs: 15,000.00 (Pay Order) must be submitted along with the Technical Proposal</p>	

Sign & Seal of Bidder

Tender Terms & Conditions

1. If any stage documents provided by participants found tempered / bogus earnest money Rs: 15,000.00 deposited/Money will be forfeited.
2. **For the life rack item should be two (02) years expiry date from the delivery date.**
3. All participants are required to quote one rate inclusive all Govt: Taxes & GST separately.
4. Please note that quoted rates must be firm and final in all respect.
5. Guarantee & warrantee must be provided. (if applicable)
6. Payment **TERMS NET THIRTY (30) DAYS** or as agreed, income tax will be deducted at source.
7. Quotation must be valid for 90 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. 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 shall be rejected & not entertained.
12. Supplier should fulfill all documentary requirements as per PIA procedure.
13. All Bidders should fulfill every column and attach the relevant documents along with the proposals.
14. If goods deliver late than delivery schedule mentioned in Purchase Order. An amount Rs: 15,000.00 of invoice / bill value will be deducted.
15. PIA has right to visit the bidder's manufacturing site.
16. Technically successful bidders will be informed their results & Financial Opening date.
17. **If you have any query you can contact without any hesitation to concerned Procurement Officer email uniform@piac.aero 92-21-99043157.**
18. **For any Grievance a fee Rs: 50,000/ shall be submitted. If grievance found tenable by Grievance Committee same will be refunded, if grievance found Non Tenable, grievance fee will not be refunded.**

Sign & Seal of Bidder

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

Chief,
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 borned 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: _____

Valid e.mail _____

Address: _____

Phone No _____

Fax No _____

N.I.C. # _____

Dated _____

Sign & Seal of Bidder

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 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.

Sign & Seal of Bidder

PARTICIPATION AUTHORIZATION LETTER

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

TO WHOM IT MAY CONCERN

Dated: _____

I namely _____ 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 _____

Valid e.mail _____

Telephone No. _____ Cell No. _____

Fax No: _____

Sign & Seal of Bidder