

Tender No: FSD-131-24

Dated: 04<sup>th</sup> June, 2024

Tender Cost (Pay Order) PKR: 10,000.00

Earnest Money (Pay Order) PKR: 100, 000.00

→ Both [Tender Fee & Earnest Money] to be placed in **Technical Bid**

## INVITATION TO BID

1. Pakistan International Airline (PIA) invites quotations through E-PADS along with sealed bids from renowned (Eligibility as per tender documents) Vendors “Single Stage Two Sealed Envelope Basis” for supply of  
**CHEESE BLOCK & CHEESE COTTAGE KHI [Annual] Y-2024-25.**
2. Bidding documents containing detail terms and conditions, etc. which are available at electronically and can be downloaded from following:
  3. PIACL Website: <https://www.piac.com.pk/corporate/sales- procurement/tenders>
  4. PPRA Website: <https://www.ppra.org.pk/active-tenders>
  5. E-PADS-PPRA website: <https://www.eprocure.gov.pk> under Supplier Login
6. Bids should be submitted electronically through E-PADS.  
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 **26-06-2024 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**

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

Tel: +92-21-99045674 / 5379, Fax: +92-21-34570120

E-mail: [bakhtawar.shaiikh@piac.aero](mailto:bakhtawar.shaiikh@piac.aero) / [dgmpc@piac.aero](mailto:dgmpc@piac.aero) / [khijzpk@piac.aero](mailto:khijzpk@piac.aero)

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

**Invitation of Tenders and Instructions to Bidders (Must Read Carefully)**

**Important Note:**

- Must participate 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 Cost: PKR \_\_\_\_\_
- Earnest Money: PKR \_\_\_\_\_
- Quality Tender Samples Quantity \_\_\_\_\_
- Technical Literature \_\_\_\_\_
- Company Profile \_\_\_\_\_
- Certifications \_\_\_\_\_
- Authorizations \_\_\_\_\_

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

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

Sub : **“CHEESE BLOCK & CHEESE COTTAGE KHI [Annual] Y-2024-25”**

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 **26-06-2024**.
2. 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.
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
    - ✓ (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. (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 respects shall be final and binding.

**Bid Security (for local bidders only)**

The Tender should be accompanied by a Fixed EM Rupees 100,000/- having been deposited in the form of a Pay Order [from any scheduled bank] and must be payable at Karachi Pakistan in lieu thereof in the name of M/s. PAKISTAN INTERNATIONAL AIRLINES CORPORATION LTD as interest free Earnest Money (Refundable) with **Technical Proposals**. Bid Security in any other shape shall not be accepted. Earnest / Security Money deposited against a running contract(s) purchase orders(s) shall not be transferred as earnest money for any other tender. **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 150,000.00** [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 Mandatory Requirement ]:**

1. Tender Fees Pay Order of Rs 10,000.00 [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. **Fixed Earnest Money PKR 100,000/= 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 **[02 kg( 02 Sealed Pack)]** – [Non-Returnable]
4. Technical Proposal of item & Company profile.
5. Copy of GST & NTN Certificate - [for local bidders only]
6. **Tender Schedule “B”, “C” & Specifications, must be attached with Technical Proposal.**
7. Manufacturers / Authorized Distributor of manufacturer, and Related Business Operators with ISO 22000 or HACCP Certificates can participate.
8. Samples must be without stamp & without vendor name, only temporary sticker for identification is allowed.
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" complete form.
2. Undertaking (If attached with tender)

Notes: 1- 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), <https://www.eprocure.gov.pk> websites.  
<https://www.piac.com.pk/corporate/sales-procurement/tenders>

**Tender Schedule "A"**

 Ref No: **FSD-131-24**
**"Cheese Block & Cheese Cottage KHI [Annual] Y-2024-25" [Enclose in Financial Envelope only]**

Particulars of Item	Unit	Station	Quantity	Unit Rate PKR without GST	GST On 30% Qty. [if applicable]	Total Value Rs. [Including GST]
<b>CHEESE BLOCK</b> As per below specifications	KG	KHI	800			
<b>CHEESE COTTAGE</b> As per below specifications			500			
Total Value in figures/words →						
TOTAL CONTRACT VALUE Rs. →						
EARNEST MONEY Rs. →				<b>Rs 100,000.00</b>		
<i>Note. Calculation must be mentioned in above table to avoid TIME wastage in Tender Room</i>						

**Note:**

- Hand written bid (RATES) via Pen / Marker etc may be **REJECTED**. Please **TYPE** the BIDs / UNIT RATES. Alternatively Transparent TAPE should be pasted over HAND WRITTEN RATES, to avoid **REJECTION**.
- 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 70% International Flights Zero Rated & 30% Domestic Flights with GST.
- After technically qualification of product LOI / Contract will be awarded on lowest gram basis.
- No any letter of 90 days Exit Clause will be entertained within First Quarter of the Contract Period.
- If any supplier, submit 90 Days Exit Clause within first quarter, their EM will be forfeited.
- If any supplier, submit 90 Days Exit Clause after first quarter, the said Bidder / Or any of its Subsidiary Company will not be able to participate in Next Same tendering Process.
- For any Grievance a 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.





Date: 19-Feb-2024, Rev-02

**Specification of Cheese Cottage**

<p><b><u>Recommended Brands:</u></b></p> <ol style="list-style-type: none"> <li>1. Adams</li> <li>2. Deens</li> <li>3. Cottage Foods</li> <li>4. Equivalent</li> </ol>
<p><b><u>Chemical:</u></b></p> <ul style="list-style-type: none"> <li>• Ingredients must be declared.</li> <li>• Percentage / composition of ingredients to be declared from reputable lab.</li> </ul>
<p><b><u>Packing:</u></b></p> <ul style="list-style-type: none"> <li>• Supplies are required in Original Brand packing in 01 or 02 kg packet.</li> <li>• Proper sealed packing.</li> <li>• Damaged, dirty and dusty packets are not acceptable.</li> <li>• Each carton shall be clearly marked or labeled with a name of the product, Name &amp; address of the manufacturer, Net weight volume &amp; date of expiry.</li> </ul>
<p><b><u>Biological:</u></b></p> <ul style="list-style-type: none"> <li>• Sample will be subject to clearance of in house microbiological analysis. <ul style="list-style-type: none"> <li>➢ Food Service Division have reserve the rights to conduct tests for evaluate samples in FSD Technical Evaluation Committee for Passengers &amp; Crew safety as following:- <ul style="list-style-type: none"> <li>➢ Cooking / Baking Test</li> <li>➢ Baking Test</li> <li>➢ Market Evaluation / Product availability at local market</li> <li>➢ Certification Check by FSD QC Team</li> <li>➢ Product to Match FSD Specification</li> <li>➢ Chef / Baker Satisfaction Comments</li> </ul> </li> </ul> </li> </ul>
<p><b><u>Sensory:</u></b></p> <ul style="list-style-type: none"> <li>• Cheese Cottage shall be evaluated on the basis of flavor and natural aroma.</li> </ul>

**1. Labeling:**

- Date of manufacturing and expiry must be printed on each Bag.
- Expiry dates on removable stickers are not acceptable.
- Product shelf life must be 80% remain at the time of delivery, less than 80% will not be acceptable.
- Registered & Reputable Brand.
- Brand name must be labeled on each Packet.

**2. Transportation / Delivery:**

- Supplies to be delivered in PIA Flight Kitchen in hygienically cleaned and refrigerated van at -18°C. Product should be hard frozen. In order to prevent supplies from spoilage / deterioration correct temperature requirement is mandatory.
- Delivery will be made on as and when required basis.

*Handwritten signature and stamp of Food Services Division, Pakistan International Airlines.*

Controlled Document, FSD- Evaluation committee is authorized to amend only.

Page # 1/2

*Handwritten signature*  
**SYED SHAHZAD HASHMI**  
 Sous-Chef  
 PIA Flight Catering  
 J.I.A.P. KARACHI

*Handwritten signature*  
**GHUFRAN MUSTAFA**  
 Offg. Assistant Manager  
 Production & Material Planning  
 Pakistan International Airlines

*Handwritten signature*  
**TAUSEEF HAYAT**  
 Manager  
 Food Services Division  
 PIA Head Office Karachi

*Handwritten signature*  
**MIRZA AAMIR HADON**  
 Manager Operation  
 Food Services Division  
 Pakistan International Airlines  
**Arhan Samiullah**  
 General Manager  
 Food Service Division  
 PIA Flight Kitchen Karachi



3. **Food Law / Regulatory Compliance / Certification:**

- Compliance Certificate with PSQCA standards or similar agency would be preferred, should be Halal.
- Participants will provide Lab Report on Ingredients from a reputable lab preferably PCSIR is mandatory.

4. **Laboratory Reports:**

- Samples will be evaluated by Evaluation Committee of food services subject to clearance of in house microbiological and sensory analysis, if required.
- Food Services Division reserves the right to get a samples tested from reputable lab during the contract period and bill will be charged to the supplier.

5. **Who can supply:**

- Manufacture, Authorized Distributor of manufacturer and related business operators.

6. **Sample:**

- Minimum 02 packets as per approved Specification.

7. **Other Terms & Conditions:**

- PIA reserves the right to inspect / visit the facilities of vendor at any time during currency of contract for inspecting HSE / Quality Standards. In case of not satisfactory visit report, it is the responsibility of the vendor to correct the points highlighted in the visit report. If not corrected within the given time then contract may be terminate.
- Items found below the required specs shall be rejected / returned without any liability to PIA.
- PIA security pass for vehicle and employees is the responsibility of vendor.
- Supplier staff delivering goods must wear clean uniform (including shoes and company logo/identity). A fine of 2% on each supply shall be imposed in case of non-compliance of above standard.

*[Signature]*  
19/2/24  
SYED SHAHZAD HASHMI  
Sous-Chef  
PIA Flight Catering  
J.I.A.P. KARACHI

*[Signature]*  
19/02/24  
GHULAM MUSTAFA  
Offg. Assistant Manager  
Production & Material Planning  
Pakistan International Airlines

*[Signature]*  
TAUSEEF HAYAT  
Manager  
Food Services Division  
PIA Head Office Karachi.

*[Signature]*  
MIRZA AMIR HAROON  
Manager Operation  
Food Services Division  
Pakistan International Airlines

*[Signature]*  
Farhan Samiullah  
General Manager  
Food Service Division  
PIA Flight Kitchen Karachi

Controlled Document, FSD- Evaluation committee is authorized to amend only.

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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 \_\_\_\_\_

Valid GST No. \_\_\_\_\_

Valid NTN No. \_\_\_\_\_

Valid CNIC No. \_\_\_\_\_



**Tender Schedule "B"**
**"CHEESE BLOCK & CHEESE COTTAGE KHI [Annual] Y-2024-25"**
**Ref No. FSD-131-24**

Mandatory Requirement (must attach with Technical Proposal)	YES / NO
<b>CHEESE BLOCK &amp; CHEESE COTTAGE KHI [Annual] Y-2024-25</b>	
Specification given above	
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: <b>[02 kg Sealed Pack]</b> must be submitted [non-returnable]	
Delivery must be made at PIA Flight Kitchen through Local / Foreign Receipt Section PIA P&L Building, PIACL Head Office Karachi / Islamabad 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 Fixed Earnest 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, 1<sup>st</sup> 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 Flight Kitchen Division for their personnel and the vehicles form 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 vides Sales Tax Act 1990 Sec-4(b).
16. PIA has right to visit the bidder's manufacturing site (if required).
17. Technically successful bidders will be informed their results & Financial Opening date.
18. 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.
19. All Terms & Conditions of Agreement Draft shall be applicable with Lol awarded bidder. (Formal Agreement will be made if required).
20. If you have any query you can contact without any hesitation to concerned Procurement Officer [bakhtawar.shaikh@piac.aero](mailto:bakhtawar.shaikh@piac.aero) / [dgmpc@piac.aero](mailto:dgmpc@piac.aero) / [khijzpk@piac.aero](mailto:khijzpk@piac.aero)

**Must Attach with Technical Proposal**

Physical / Measurement / details of Samples - (Offer)

<u>Fields</u>	<u>Remarks in detail</u> <b>must be filled by bidder</b>
Brand[s] →	
Chemical →	
SENSORY →	
Biological →	
Physical →	
Labeling →	
Packing →	
Sample Details →	
ISO-22000 or HACCP Certification →	
PCSIR / PSQCA Certification →	
Halal Certificate →	
Quoted Brand & Enclosed Certification Details →	
Supplier Details - Manufacturer or Authorized Distributor please clarify →	
Samples Details →	

**DETAILS OF DOCUMENTS attached with Technical Proposal & Financial Proposal  
(bidder can attached extra sheet if required, mention each & every document)**

How to fill this: Kindly write complete details of documents submitted along with Financial Proposal.

- Note** : back side of pay order for tender fee & earnest money must be marked/written with following details
- 1, Tender Ref No. & date, Party / vendor name, NTN & GST No must be mentioned on back side of Pay Order.
  - 2, Tender fee (in technical proposal - ENVELOPE)
  - 3, Fixed Earnest money (in TECHNICAL proposal - ENVELOPE)

Remarks / **ENCLOSED Certification Details** or any other information regarding product etc

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(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

(Enclose with technical proposal)

**General Manager (Procurement)**

**Supply Chain Management**

1<sup>st</sup> Floor Supply Chain Management (old P&L) Department, Building,  
Pakistan International Airlines Corporation Limited  
Head Office J.I.A.P Karachi Airport 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: \_\_\_\_\_

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 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 \_\_\_\_\_

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

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

\*Computerized National Identity Card



**ARTICLE – 1: TERMS OF THE TENDER**

Tender Quantity / PO Quantity unless sooner terminated under the provision of this Tender. The first term PO / Quantity is also extendable by PIA, if deemed necessary, for another 55 days / Quantity or any term less than it on the same rates, terms and conditions. The quantities of supplies may also be increased up to 15 % of total quantity on same rates accordingly.

**ARTICLE – 2: TERMINATION OF THE PO**

Notwithstanding anything contained in this Tender / PO, each party shall have the right to terminate and Exit at any time at its option upon giving 03 Months written notice to the other party with assigning any reason or cause thereof.

**ARTICLE – 3: PRICES**

PIAC agrees to accept the material / services as per agreed rates described in the annexed Schedule(s) [Financial Proposal]. These rates shall include Sales, Tax, Delivery Charges and any other charges / taxes required to be paid on any material supplied or services performed under this Tender / PO and shall remain firm and final for the duration one year / completion of quantities (and possible extension, if any) which shall not be enhanced by the supplier on any account whatsoever. However, on provision by the supplier of all related Govt. notification and the support of their applicability on him or products in writing, all taxes/levies such as Sales Tax, Octroi or taxes under any name levied on the product by the Federal, Provisional or Local governments, or added to the existing taxes after the prices quoted will be added to the quoted prices and applied accordingly to the bills/invoices. Similarly, benefit of all Federal Provincial or Local government taxes, withdrawn from the existing taxes, after the price quoted in the tender will be passed on to PIAC by subtracting them from the bills / invoices.

**ARTICLE – 4: PAYMENT**

Payment in respect of supply shall be made by Finance Manager HoP SCM, Karachi, within 30 days of the submission of the pre-receipted / certified bills along with prescribed Sales Tax invoices and other proof of payment of taxes in case of taxable goods, which are to be drawn strictly in conformity with the orders. The payment(s) shall be made to the supplier after deduction of all required Government taxes or fees levied by any Federal / Provincial Government or its authorities.

**ARTICLE – 5: RECOVERIES**

When any amount is recoverable from the Supplier due to risk purchase or any other default under this Tender. PIA shall be entitled to deduct any such amount from the pending bills of the Supplier whether due in respect of this or any other PO and / or from any other due amount of the Supplier lying with PIA the Supplier will have no objection on receipt of the same.

**ARTICLE – 6: MODE OF SUPPLY**

- a) Supply is to be made on as specified in purchase order, earlier supplies are acceptable and all deliveries shall be followed by the Supplier. These requirements shall be in line with the Monthly requirements / projections / AMUs of PIAC.

**ARTICLE – 7: HYGIENIC STANDARD**

- a) Material is to be brought in clean and hygienically fit crates / cartons covering as per defined guidelines to be handed over to the Supplier.
- b) The supplier's employees entering PIAC Flight Kitchen Building for delivery of fresh supplies would be in clean uniform / clothes as per defined guidelines to be handed over to the Supplier.
- c) In case of noncompliance of any of above conditions the supplier shall be notified in writing specifying the deficiency. In case the deficiency is not rectified within 15 days of notification a fine up to 2% of value of said supply shall be imposed and intimated to the supplier / rep of supplier and the same will be deducted from the Supplier's bills.
- d) It is hereby agreed that the supplier will provide a chemical test report / if required in PO about the item delivered to PIAC after the interval of every six months or yearly for HACCP record / any other Certifications according to Tender requirements [if required].

**ARTICLE – 8: DELIVERY**

TIME IS THE ESSENCE OF THIS TENDER / PO. All deliveries shall be completed as specified in the mode of supply described herein below or the delivery schedule given in the purchase order, which however. Delivery of the material under this Tender / PO shall be made at PIAC Flight Kitchen through LRS SCM Building. PIAC shall give the delivery schedule in formal Purchase Order projections of requirement for each delivery of store to the supplier. Earlier Delivery acceptable. Supplies within the stipulated time as mentioned in the delivery schedule or any extension thereof, PIAC shall be entitled at its sole discretion to purchase from elsewhere such supplies at the risk and expenses of the Supplier and or impose penalty of liquidated damages as provided herein below:

- a) That in case of any violation of the delivery schedule by the supplier, Deputy General Manager Finance / Purchase without prejudice to its other rights and remedies shall have the right to claim liquidated damages from the supplier from 2% of the value of supplies on the day of delay for one to seven days and upto 3 to 5% exceeding late delivery afar from eight working days. In case of delay in delivery beyond eight days of the delivery schedule by the Supplier, Deputy General Manager Purchase Commercial shall have the right to carry out risk purchase underwritten intimation /email to the supplier.
- b) If the Supplier fails to supply less than 75% of an ordered quantity of the delivery schedule, PIAC have the right to carry out Risk Purchase underwritten intimation /email to the supplier.
- c) In order to avoid risk purchase situation on account of reasons given in (a) and (b) above, PIAC will maintain a stock of three days for contingencies; and in case of unavoidable situation PIAC may exercise the right of risk purchase and will take necessary steps diligently to obtain fair price as prevalent in the market or shall pursue the second lowest bidder on the basis of rates quoted in the tender.
- d) In case action is taken as mentioned above, the Supplier shall be liable and accounted for any reasonable price difference which may result out of such transaction.
- e) The annual quantities mentioned in the annexed schedule(s) may increase / decrease up to 15% according to the requirement of the PIAC and the Supplier agrees to supply the same accordingly. In case of such increase in quantities, the rates shall remain same and no addition in unit rate/ cost shall be acceptable. There will be no compensation for decreased quantity.
- f) Supply is to be made strictly as per specifications given in the Purchase Order(s). The employees of the Supplier bringing deliveries will deliver the same along with copies of delivery challans to fulfill the checking formalities.

**ARTICLE – 09: INSPECTION**

- a) All supplies shall strictly conform to specification. In the event of non-conformity, inspection will be carried out by the authorized representatives of PIAC in reference to the batch numbers, production date, delivery dates, storage condition etc.

- b) If as a result of testing or checking, any supplied items / article is found to be of substandard quality and / or not in accordance with the specification because of the reasons solely attributable to the supplier, PIAC shall have the right to reject the same or impose PR [Price Reduction] according to quality of products [due to critical / nil stock position]. PIAC will then allow the Supplier to replace the supplied material within 24 hours without extra cost to PIAC. In the event the Supplier fails to replace the quantity, PIAC may buy the quantity of supply so rejected, from elsewhere at the risk and cost of Supplier underwritten intimation to the Supplier. Purchases thus made may exceed the contracted rates but shall be reasonable.
- c) Verdict regarding rejection, acceptance and / or deviation of supplies delivered as confirmed by the joint committee of authorized representatives of PIAC and the supplier shall be binding on the parties. However, if the Supplier desires to appeal against the decision of such rejection, he may appeal to— Chief Supply Chain Management, PIAC within 7 days of the cause of disagreement and if the appeal is so preferred, the decision of Chief Supply Chain Management, PIAC shall be final and binding on the Supplier.
- d) All the above said liabilities of the Supplier are without prejudice to its other present / future liabilities arising from this Agreement whether due to performance and / or non-performance of its contractual obligation(s) or otherwise.

**ARTICLE 10: INDEMNITY**

The Supplier undertakes and agrees to indemnify and hold harmless PIAC, its officers and agents from and against all claims, demands, liabilities, damages and expenses of any nature whatsoever, arising out of or resulting from this Conditions of Tender / PO whether due to performance / non-performance of any services under this Tender Conditions / PO by the Supplier, its employees or its agents or otherwise. In any case, the obligation on the part of the Supplier to indemnify shall be limited to cases where cause(s) giving rise to any such claim, demand, liability, damage, expenses etc are proven to have been attributed beyond doubt solely to the Supplier.

**ARTICLE 11: INSOLVENCY AND BREACH OF TENDER CONDITIONS**

Should the supplier be adjudicated insolvent or made to enter into any Tender Conditions for composition with creditors or be wound up either compulsorily or voluntarily or commit any breach of this Tender Conditions not herein specifically provided, PIAC shall have the right to declare the PO terminated forthwith and in which case the Supplier shall be liable to the confiscation of security deposit and pay PIAC for any extra expenses which might incur but it shall not be entitled to any gain or compensation from PIAC.

**ARTICLE – 12: SCHEDULE**

For all intents and purposes, the schedule(s) annexed herewith shall form an integral part of this Tender Conditions and the Supplier shall be bound to fulfill all the terms and conditions stipulated therein. Any deviation from the terms and conditions incorporated in the annexed schedule(s) or other part of the Tender Terms shall be deemed to be violation of this Conditions on the part of the supplier.

**ARTICLE – 13: FORCE MAJEURE**

Excepts as provided under this Tender Terms & Conditions neither party shall be liable for any failure or delay in performing their obligation(s) due to any cause beyond its reasonable control including without limitation, fire, act of public enemy, war, rebellion, insurrection, accident, disease outbreak in live chicken, act of God, act of state or of the judiciary.

**ARTICLE – 14: BRIBE**

Any bribe, commission, gifts or advantages given, promised or defrayed by or behalf of the Supplier or his Partner, Agent or Servant or anyone on its behalf to any Officer, Servant, Representative or Agent or PIAC, for showing or for bearing to show favor of disfavor to any person in relation to his or any other condition as aforesaid shall subject the Supplier to the cancellation of this and all or any other contract and also to the payment of amount to be decided by CEO/ Managing Director, PIAC as damages and the decision of the said CEO/ Managing Director in this respect shall be final and binding on the supplier.

**ARTICLE – 15: ASSIGNMENT AND EXCLUSIVITY**

The Supplier Shall not sublet, transfer or assign this PO / Tender Terms & Conditions to any other party without prior written Permission of PIAC. If the supplier assigns this PO / Tender Terms & Conditions to any other party wholly or partly in contravention of this Article, PIAC in its discretion may terminate this PO and / or black list or debar the Contractor for future to execute any contract with PIAC.

**ARTICLE – 16: WAIVER**

The failure either party at any time to require the performance by other of any of the terms and provisions hereof shall in no way effect the right of that party thereafter to enforce the same nor shall the waiver by either of the party or breach of any of the terms or provision hereof taken or held to be waiver of any succeeding breach of any such terms or provision itself.

**ARTICLE – 17: AUTHORITY OF PERSON SIGNING OF TENDER DOCUMENT**

Person signing this Tender Document / Terms & Conditions or any other document forming part of this Tender on behalf of the Supplier shall be deemed to warrant that he has the authority to do so from the Supplier, and if on enquiry, it is revealed that the person so signing had no authority to do so. PIAC may without prejudice to other legal rights / remedies cancel the PO without notice and hold the Supplier liable for all costs and damages.

**ARTICLE – 18: CORRESPONDENCE**

The Supplier will not correspond with or approach any other authority, persons directly or indirectly, whether the staff of PIA or otherwise except the Deputy General Manager Purchase Commercial and General Manager [Procurement] regarding any matter arising from this or any other PO / Tender Terms with PIA. The Supplier may carry on correspondence with the designated officials of the User Department.

**ARTICLE – 19: MISCELLANEOUS**

- a) This Tender Terms & Conditions supersedes all prior PO(s), understanding(s) and communications (written and oral) relating to the subject. All terms and conditions of the Purchase Orders and the quoted rates are valid to the extent they are not repugnant with terms and conditions of this Tender Terms & Conditions or the parties specifically agreed in writing about any deviation from the terms and conditions of this Tender.
- b) Titles are inserted in this Tender Terms & Conditions for the purpose of reference and convenience and in no way define, limits or describe the scope or intent of this PO / Tender Terms & Conditions and / or not be deemed an integral part thereof.
- c) Except for changes involving amendments relating to deliver schedule, this Tender Terms & Conditions shall not be varied, modified, altered, amended or supplemented without mutual consent of the parties in writing.
- d) If any law requires that one or both parties to this PO / Tender Terms & Conditions register this, pursuant to such law the entire cost of such registration shall be borne by the Supplier.
- e) The Supplier agrees that it shall from time to time do and perform such other and further sets or things and execute and deliver any or all such other and further Tender's Terms & Conditions and instruments as may be required or reasonably requested by PIA to establish, maintain and protect its right and remedies under this Tender Terms & Conditions.

- f) Only the authorized representative of the supplier having the Security Passes from PIA Security will be allowed to enter the PIA Flight Kitchen Area. The Security Passes will be arranged by the Supplier themselves with the coordination of General Manager [Food Services].
- g) In case of Pre-qualification; the bidder shall apply registration with PIA to Deputy General Manager [Procurement Management], PIA SCM Building, Karachi Airport.
- h) PIA has right to take necessary action/ blacklisting of firm in line with rules, on non-compliance of PO / Tender Terms & Conditions.
- i) This PO / Tender Terms & Conditions shall be binding upon and shall ensure to the benefit of both parties hereto and their respective successors and assignees provided always that any assignment shall have made in accordance with all above terms & conditions.
- j) All notices, requests and demands given to or made upon the parties shall be in writing and posted through Registered Mail and confirmatory Facsimile or email at the addresses set forth below:
- k) No Formal Agreement is Mandatory – All terms & Conditions of Tender & Agreement is Applicable after issuance of PO [Purchase Order]
- l) This Tender Terms & Conditions shall be governed by the laws of Islamic Republic of Pakistan.

**ARTICLE – 23: GOVERNING LAWS & DISPUTE RESOLUTION**

- a) This Tender Terms & Conditions shall be governed and interpreted in accordance with Laws of Pakistan.
- b) The parties agree & submit themselves to exclusive Jurisdiction of the Courts at Karachi.
- c) Any dispute between the parties arising out of this Tender Terms & Conditions shall not be settled other than through Arbitration Act 1940. CEO/ MD PIAC, or his nominee shall be sole arbitrator whose award shall be binding upon the parties. Notwithstanding anything in this Tender Terms & Conditions PIA may continue to utilize subject matter services of the Tender Terms & Conditions from Contractor during the pendency of the Arbitration.

**ARTICLE – 24: PPRA ACT & RULES**

PPRA Act & Rules shall be followed, in true letter & spirit, in the process of awarding contract.

IN WITNESS WHEREOF THE PARTIES HEREUNTO SET THEIR HANDS OF THE DAY, MONTH AND THE YEAR MENTIONED HEREINABOVE

for and on behalf of M/s.

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

Signature & Seal \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

CNIC No. \_\_\_\_\_

Cell No. \_\_\_\_\_

Email \_\_\_\_\_

**WITNESS [1]**

Signature \_\_\_\_\_

Name \_\_\_\_\_

CNIC No \_\_\_\_\_

Cell No \_\_\_\_\_

**WITNESS [2]**

Signature \_\_\_\_\_

Name \_\_\_\_\_

CNIC No \_\_\_\_\_

Cell No \_\_\_\_\_