

**Tender No: FSD-23010206.**

**Dated. 05<sup>TH</sup> April, 2024**

**Tender Cost (Pay Order) PKR: 10,000.00**

**Earnest Money (Pay Order) PKR: 120, 000.00**

## **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 Tea Saucer Chinaware [Annual].
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 **24-04-2024 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 Department Building,**

**[PIACL], Head Office Karachi Airport-75200 Pakistan**

**Tel: +92-21-99045668 / 5379, Fax: +92-21-34570120**

**E-mail. [dgmipc@piac.aero](mailto:dgmipc@piac.aero) / [khijzpk@piac.aero](mailto:khijzpk@piac.aero) / [spo.fk@piac.aero](mailto:spo.fk@piac.aero)**

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

## Instructions to Bidders [Must Read Carefully]

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 \_\_\_\_\_

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

**Sub : ANNUAL – Tea Saucer Chinaware-24**

Dear Sir,

We are pleased to invite your sealed bid for the items listed in the attached schedule/s. In case of more than one schedule separate bid 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 bids on “Single Stage Two Sealed 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 **24-04-2024**.
2. The bid must be submit on E-PADS and Hard copy 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 bid through registered courier, which must reach before the closing date and time as mentioned above.
4. Bids will be opened at 11:00 hours, on 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 this respect shall be final and binding.

**BID SECURITY / EARNEST MONEY (for local bidders only)**

The Bid must be accompanied by **Rupees 120,000/-** 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 Bid Security / Earnest Money (Refundable) with **Technical Proposals.**

Please Note:

- 1-Bid Security / Earnest Money in any other shape shall not be accepted.
- 2-Bid Security / Earnest Money deposited against a running contract(s) purchase orders(s) shall not be transferred as Bid Security / Earnest money for any other tender.
- 3- All tenders without Bid Security / Earnest Money shall not be considered.

**PERFORMANCE GURANTEE / SECURITY DEPOSIT (For Successful bidders)**

The successful bidders upon award of Contract / Purchase Order will be required to furnish in the amount PKR 180,000/= [WILL CALLED IF REQUIRED] of total tender value as interest free 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 for 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**

Bid 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 Technical proposal and samples according to the specifications. Financial Proposal of only those bidders will be opened whose sample are found acceptable and technically qualified. Technical and Financial Evaluation Reports as per PPRA Rule-35 will be uploaded on both E-PADS, 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 for Local Bidders. (Non-Refundable).
  - (On Pay Order's back side, vendor must write company name/stamp, Tender Ref. No, date, EM & amount)
2. Fixed Bid Security / Earnest Money [Rs. 120,000.00] of Total Bid Value in shape of Pay Order [issued from any scheduled bank] as Earnest Money (Refundable/Interest Free). For Local Bidders.
  - (On back side of Pay Order, Vendor must write company name/stamp, Tender Ref. No, date, Earnest Money & amount)
2. Quality samples 05 (Non-Returnable)
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 / Authorized Distributor of manufacturer & Related Business Operators can participate in tender.
7. Please see Specification part of tender.
8. Item's technical literature etc

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**

**Purchases Flight Kitchen.**  
**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 <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-23010206.**

Particulars of Item	Unit	Quantity Required	Unit Rate PKR WITHOUT GST	GST on 30% Qty [if Applicable]	Total Value PKR (Including GST)
<b>Tea Saucer Chinaware.</b> Specification Attached (Page 6)	<b>Each</b>	<b>9,600</b>			
<b>Total Value in figures/words →</b>					
<b>TOTAL CONTRACT VALUE PKR →</b>					
<b>FIXED EARNEST MONEY PKR →</b>			120,000/= <b>MUST be placed in <u>Technical Bid.</u></b>		

**Note.**

- **Quantity 70% is Zero Rated GST vide (Sales Tax Act-1990 Sec 4(b) Int'l Flights and Quantity 30% is for Domestic Flights with GST**
- Delivery required in Four (04) equal installments with the gap of 60 days/ as required.
- First delivery required within 15 days after P.O received or as agreed (both mutual understanding 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 30,000.00 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.**

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

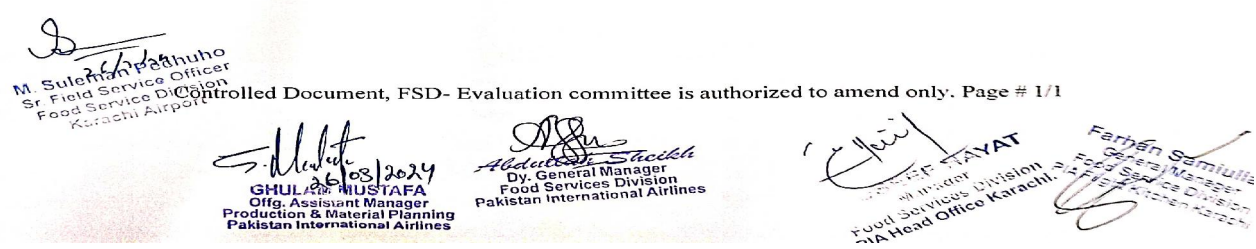

Cell No. \_\_\_\_\_

Valid Email : \_\_\_\_\_

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

NTN NO. \_\_\_\_\_

**Mandatory Requirement**

DESCRIPTION / SPECIFICATION OF ITEM	YES/NO
<div style="text-align: right; margin-bottom: 10px;">                     Item Code FSD-3155                      Date: 26-Mar-2024                 </div> <p style="text-align: center;"><b>Specification of Tea Saucer China for Executive Economy Class</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Physical Size / Dimension:</b></p> <ul style="list-style-type: none"> <li>• Weight : 190 Grams (±5%)</li> <li>• Top Inner Diameter : 14.6 cm (±5%)</li> <li>• Color : White</li> </ul> </div> <ol style="list-style-type: none"> <li>1. <b>Labeling / Printing:</b> <ul style="list-style-type: none"> <li>• Preferably PIA Logo in Urdu at bottom.</li> </ul> </li> <li>2. <b>Packing:</b> <ul style="list-style-type: none"> <li>• Supply required of 50 to 60 Tea Saucer with proper packing in strong trade worthy carton.</li> <li>• Each packet shall be clearly marked or labeled with a name of the product, address of the manufacturer, net weight.</li> <li>• Damage dusty and dirty cartons are not acceptable.</li> </ul> </li> <li>3. <b>Transportation / Delivery:-</b> <ul style="list-style-type: none"> <li>• Supplies to be delivered in P&amp;L Store Building PIA Head Office Karachi.</li> </ul> </li> <li>4. <b>Sample:</b> <ul style="list-style-type: none"> <li>• As per approved specification.</li> </ul> </li> <li>5. <b>Who can supply:-</b> <ul style="list-style-type: none"> <li>• Manufacturer Authorized Distributor of Manufactures, &amp; Related Business Operators.</li> </ul> </li> <li>6. <b>Other Terms &amp; Conditions:</b> <ul style="list-style-type: none"> <li>• Items found below the required specs may be rejected / returned without any liability to PIA.</li> <li>• PIA security pass for vehicle and employees is the responsibility of vendor.</li> <li>• 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.</li> </ul> </li> </ol> <div style="margin-top: 20px;">  <p style="text-align: center;"><b>New PIA Logo</b></p>  </div>	
<p><b>Manufacturer/Authorized Distributors and Related Business Operators are allowed to participate.</b></p>	
<p><b>Participant must be registered with Sales Tax Authorities.</b></p> <p style="color: red;">→ Please attach copy of GST Registration Certificate (indicating current "Active" status otherwise stand "Rejected" ab-initio).</p>	
<p><b>Quality samples Qty: 05 pcs must be submitted (non-returnable)</b></p>	
<p><b>Delivery must be made at SR-17 PIA Flight Kitchen through PIA Local Receipt Section SCM (Store) Building as per delivery schedule given in PO.</b></p>	
<p><b>Fixed earnest money (Pay Order) must be submitted along with the <span style="color: red;">Technical Proposal</span></b></p>	

## Tender Terms & Conditions

1. If any stage documents provided by participants found tempered / bogus Fixed deposited E/Money will be forfeited.
2. For the life rack item should be (01) years expiry date from the delivery date [for rack life items].
3. All participants are required to quote one rate inclusive all Govt: Taxes but 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 120 days from the date of technical proposal opening. Suppliers are bound to accept P.O within bid validity otherwise Fixed deposited E/Money will be forfeited.
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 directly to General Manager Procurement SCM Department. PIA will not be responsible for any postal delay.
11. Items are subject to evaluation by providing advance sample to determine the required quality by the user department/Joint Evaluation Committee.
12. Item found below PIA standard shell be rejected & not entertained.
13. If the material is not supplied within the specified period same will be procured from elsewhere at the Risk Expense of supplier if vendor fail to provide any justified reason in response to our notice(s).
14. Supplier should fulfill all documentary requirements as per PIA procedure.
15. Must comply with Food Laws of Pakistan / product country.
16. 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
17. Supplier staff delivering goods must be in clean uniform, non-conformity will incur 02% deduction from the billing amount.
18. All Bidders should fulfill every column and attach the relevant documents along with the proposals.
19. If goods deliver late than delivery schedule mentioned in Purchase Order. An amount equivalent 2% [& will be exceed on time bar] of invoice / bill value will be deducted.
20. PIA has right to visit the bidder's manufacturing site.
21. Technically successful bidders will be informed their results & Financial Opening date.
22. During the whole delivery period or in tendering process, PIA can verify the material from any independent Laboratory for which charges will be deducted from the bills / security deposit of the vendor.
23. Tenders all conditions are applicable to all Bidders.
24. If you have any query you can contact without any hesitation to concerned Procurement Officer email [spo.fk@piac.aero](mailto:spo.fk@piac.aero) +92-21-99045668

**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: \_\_\_\_\_ Valid Email \_\_\_\_\_



