

**PIA**

**Pakistan International Airlines**

Supply Chain Management Department  
Commercial Purchases Section

Tel: 99043304

E-mail: [dgmpc@piac.aero](mailto:dgmpc@piac.aero)

**REF: 17010147**

**Tender Cost: PKR 2, 000**

**INVITATION TO TENDERS AND INSTRUCTIONS TO BIDDERS**

M/S \_\_\_\_\_

\_\_\_\_\_

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Subject: **Tender Document for the Supply of Wireless  
Switches for ISB Airport**

Dear Sirs,

We are pleased to invite your sealed tenders for the subject tender. The terms & conditions of the tender / supplies are given below:-

**A) SUBMISSION OF TENDER**

1. You are required to send your sealed tenders **In “Single Stage Two Envelope”** Basis addressed to General Manager P&L, PIA Procurement & Logistics Building JIAP Karachi **by 22/10/2018**. The tenders may be dropped in the tender box marked as **“Tender Box Commercial Purchases”** placed at the entrance of the PIA Procurement & Logistics Building latest by **02:30 hours** on the specified date. You may also send your tenders through registered A/D mail addressed to General Manager Procurement, which must reach before the closing date and time mentioned above. Tenders will be opened at **03:00 hours** the same day in the presence of tenderers.

2. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays. The decision of General Manager Commercial Purchase and Contract in this respect shall be final and binding.

**EARNEST MONEY**

The Tender should be accompanied by a **2%** (two) of the tendered value having been deposited in terms of a Pay Order payable at Karachi in lieu thereof in the name of **M/S PAKISTAN INTERNATIONAL AIRLINES** as interest free Earnest Money (Refundable) in Financial Proposals. Earnest Money in any other shape shall not be accepted. Earnest / Security Money deposited against a running contract (s) purchase orders(s) shall not be transferable as earnest money for any other tender. All tenders without Earnest Money shall not be considered.

**SECURITY DEPOSIT**

The successful tenderers upon award of Contract / Purchase Order will be required to furnish in the amount equivalent to **5%** of total tender value 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. 1% of the total awarded value in form of warranty Performance will be hold till the Completion of warranty as Described in Purchase Order and will be released after expiry of such warranty.

**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 by PIA Management. Evaluation report uploaded on PPRA/PIA website. After 10 days the Financial Proposal of only those bidders will be opened whose sample are found acceptable.

**Financial Proposal having following documents.**

- a) The Schedule duly filled in, signed and sealed.
- b) Pay Order for Earnest Money 2%(Refundable).

**Technical Proposal having following documents.**

- a) Tender Fees Pay Order of RS. 2,000 (NOT REFUNDABLE)
- b) Technical data sheet
- c) Company profile, Copy of GST & NTN certificate and technical literature.

**The outer cover of envelopes should bear address of the General Manager Procurement & Logistics, PIA Procurement & Logistics Building, JIAP Karachi – Pakistan, Tender reference number, opening date and company name.**

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

### **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 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) Quotation must be written on PIA prescribed form otherwise Bids will not be entertained.

### **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 with assigning reason.

Yours truly,  
**For: Pakistan International Airlines**

**DGM (Purchases Commercial)**

Encl:

1. Tender Schedule-A
2. Undertaking

Notes : **1- Prescribed Tenders form for the subject item may be directly downloaded from**

**PIAC / PPRA website.**

**Schedule 'A'**

S.No.	DESCRIPTION	Quantity	Unit Price	Total Amount
01	<u>Switches</u> POE+ switch 24 ports + 4sfp Ports	13 EA		
			GST	
			<b>Grand Total:</b>	

**Note → Urgent Delivery required at ISB Station** (Contact & Detail will be provided later)

<b>PROCUREMENT Routers, switches</b>		
<b>Mandatory Requirements</b>		
1	The Vendor should be Authorized Tier-1 / Silver Partner of OEM with authorization to resale quoted product. (Documentary Evidence Required)	
2	Bidder OR OEM must have local presence / Offices in Islamabad OR Karachi or Lahore	
3	Proposed OEM must have local stores in Karachi, Lahore or Islamabad to provide 24x7x4 or NBD Advance Hardware Replacement of quoted product.	
5	The product should have a registered trade mark in originating / manufacturing country .	
6	PIA shall not accept any product offered from ambiguous / unknown source like mentioning original design manufacturer rather than OEM of well establish / reputable brand conforming to all quality parameters	
7	Vendor must have NTN/SECP registration certificate	
8	Manufacture Authorization letter / form from principle (OEM)	
<b>TECHNICAL REQUIREMENTS</b>		<b>MIN SCORE (70%)</b>
7	<b>Number of years representing the OEM (Principle Vendor in Pakistan)</b>	<b>20</b>
	<input type="checkbox"/> More than 7 years	<b>20</b>
	<input type="checkbox"/> From 5 to 7 years	<b>15</b>
	<input type="checkbox"/> From 3 to 5 years	<b>10</b>
	<input type="checkbox"/> less than 3 years	<b>0</b>

	<i>(Please provide copy of relevant agreement/certificate documents as evidence)</i>		
<b>8</b>	<b>Technical Staff (Certified Engineers of the OEM)</b>	<b>25</b>	
	<input type="checkbox"/> more than 10 Engineers	<b>25</b>	
	<input type="checkbox"/> From 7 - 10 Engineers	<b>20</b>	
	<input type="checkbox"/> From 5 - 7 Engineers	<b>15</b>	
	<input type="checkbox"/> less than 5 Engineers	<b>10</b>	
	<i>(Please attach list of Engineers on company letterhead and their profiles )</i>		
<b>9</b>	<b>Past Experience:</b>	<b>30</b>	
	<input type="checkbox"/> More then 8 similar reference	<b>30</b>	
	<input type="checkbox"/> 6 - 8 similar reference	<b>20</b>	
	<input type="checkbox"/> 3 - 5 similar reference	<b>10</b>	
	<input type="checkbox"/> less then 3 reference	<b>0</b>	
	<i>Please provide copies of relevant Purchase orders (Only one refernce will be considered for an enterpeise. Reference from Unioersities /colleges/schools/ hotels/hospitals will not be consider )</i>		
<b>11</b>	<input type="checkbox"/>		
	<b>Average Annual Turnover(relevant) in last 3 years</b>	<b>15</b>	
	<input type="checkbox"/> Above 150 Million	<b>15</b>	
	<input type="checkbox"/> From 100-150 Million	<b>10</b>	
	<input type="checkbox"/> From 50 - 100 Million	<b>7</b>	
<input type="checkbox"/> Less than 50 Million	<b>4</b>		
	<i>(Please attach copies of audit reports/financial statements as evidence)</i>		
<b>12</b>	Proposed OEM should be Gartner List for the products mentioned	<b>10</b>	
<b>TOTAL</b>			
<b>TECHNICAL EVALUATION CRITERIA</b>			

*Must fullfill all mandatory requirement,*

Vendor must acquire 70% of the technical marks for opening of financial bid

Tender will awarded on the basis of lowest bid.

1. Payment term net thirty days. . All participants must quote one rate and best delivery period.
2. Quotation must be valid for 120 days (Extendable). Guarantee & Warrantee must be provided.
3. Delivery must be made at PIA Procurement & Logistics Building, Karachi Airport.
4. Item found below PIA Standard shall be rejected / returned.
5. 1% of the total awarded value in form of warranty Performance will be hold till the Completion of warranty as Described in Purchase Order and will be released after expiry of such warranty.

**TENDERER'S SIGNATURE** \_\_\_\_\_ **Name** \_\_\_\_\_

**Tel / Cell No.** \_\_\_\_\_ **Email** \_\_\_\_\_

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

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

**SEAL** \_\_\_\_\_