



Sky rooms (private) limited (A PIACL Subsidiary)
Purchase Department

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E-mail: purchasemgr.sr@piac.aero

Website: www.airporthotel.com.pk

REF: APH-PUR-/ Nan Maker/01/2024
Tender Cost Rs. 10,000/- (Non-Refundable)

INVITATION TO TENDER AND INSTRUCTIONS TO BIDDERS

M/S _____

**SUBJECT: ANNUAL REQUIREMENT FOR THE SUPPLY OF NAN-MAKING SERVICES
FOR THE YEAR 2024-2025 AT SKYROOMS (PRIVATE) LIMITED, AIRPORT HOTEL
KARACHI.**

Dear Sirs,

We are pleased to invite your sealed tenders for the items listed in Annexure "A". The terms & conditions of the tender/supplies are given below: -

SUBMISSION OF TENDER

1. You are required to send your sealed tenders **In the Single Stage Two Envelope Basis** addressed to Manager Purchase, Sky rooms (Private) Limited, Airport Hotel Karachi by **04-03-2024 Monday**. The tenders may be dropped in the tender box marked as "**Tender Box**" placed in the room of Purchase Manager, Sky rooms (Private) Limited, Airport Hotel Building latest by **11:00 am** on **04-03-2024 Monday**. Tenders received after the stipulated date & time shall not be considered. The Airport Hotel will not be responsible for postal delays. Tenders will be opened at **11:45 am** the same day in the presence of all bidders.
2. All bidders are required to submit Pay order of **Rs 100,000/-** earnest money pay order (refundable) interest free, addressed to M/S Airport Hotel along with their financial proposal shall be valid for 120 days.

3. A security bid of 5% of total value is to be submitted by successful bidder on contract awarding. The pay order would be valid from day of awarding till 2 months after expiry of tender contract, a total of 14 months.

PREPARATION OF TENDER

The tender will be opened on a **“Single Stage Two Sealed Envelopes”** basis. All bidders must submit **two sealed envelopes** “Technical Proposal and Financial Proposal” enclosed within one large envelope addressed to Manager Purchase, Sky rooms Hotel, on or before the specified tender opening date/time.

1. Technical Proposal will be opened on the same date, whereas Financial Proposal will remain sealed till the evaluation of technical documents/ sample is concluded in accordance to specification/criteria as mentioned in the Tender document by Sky rooms (Private) Limited, Airport Hotel Management. The financial bid opening date would be later communicated to bidders.
2. Financial Proposals of only successful bidders will be opened who have qualified technical/sample evaluation. The unsuccessful bidders’ finances would be handed over without opening.
3. Technical proposal will be evaluated by the evaluation committee of APH. The results of the Evaluation will be communicated to all bidders accordingly.

The financial Proposal has the following compulsory documents.

- a) The Annexure “A” was duly filled in, signed, and sealed.
- b) Item category that the supplier is unable/not able to supply or does not have the provision to supply for, should be marked as N/A. The remaining table should be filled as per supplier stock capacity.
- c) 5% earnest money.
- d) Undertaking on 100-rupee stamp paper.
- e) Bidder may submit prices as per segregated Annexure.

Technical Proposal having following documents etc.

- Copy of SRB & NTN certificate.
- Company registration certificate copy
- Company profile
- FBR registration certificate copy
- Staff list
- No litigation certificates

The outer cover of envelopes should bear the address of the Manager Purchase, Sky rooms (Private) Limited, Airport Hotel, Tender reference number, opening date, and company name with a stamp.

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 the complete information required is not given therein.

Particular attention must be paid to delivery time.

Authorized Signatures of individuals 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) As secretary, Manager, Partner, etc., or their attorney in case of firms registered under the Partnership Act.
- d) The Tenderers must indicate whether it is a firm/company/organization etc. registered with Skyrooms (Private) Limited, Airport Hotel, or not. If registered then specify Skyrooms (Private) Limited, Airport Hotel Registration number.

PRICES

- a) The Prices quoted must be net as per accounting unit as shown in the Schedule to tender inclusive of all taxes. If exclusive should be clearly mentioned.
- b) The Prices mentioned in the tender will be treated as firm till the completion of the 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.
- e) **Quotation must be computerized typed on, Airport Hotel prescribed form otherwise Bids will not be entertained.**
- f) Supplier may quote prices as per segregated Annexure and would be evaluated as per the same.

APH Green initiative.



As part of the APH Green initiative, to improve sustainability and promote an eco-friendly environment, awarded suppliers are to invest a small percentage into horticulture activities to help boost Hotel serenity.

The supplier may either fund the project or they may beautify Hotel gardens using their own resources.

The green initiative project is a way to build stronger relations between suppliers and the Hotel promoting recreational bonding and ultimately lessening green-house impacts through proper landscape planting.

ACCEPTANCE OF TENDER

Sky rooms (Private) Limited, Airport Hotel does not pledge themselves to accept the lowest tender and reserves the right to accept or reject any or all tenders/quotations or extend the date of opening with assigned reason.

Yours truly,

For: Sky rooms (Private) Limited

Manager Purchase SRL

Encl:

- 1. Tender Annexure-A**
- 2. Terms & Conditions**
- 3. Undertaking**
- 4. Draft Agreement**

Notes: 1- Prescribed Tenders form for the subject item may be directly downloaded from Airport Hotel / PPRA website

Annexure-A

S.NO	Specifications	Monthly Rates Without Taxes.	Annual Rates
1	<p><u>Naan Making Service</u></p> <p>Required Service for below Items. Naan Chapati Parathas (Tawa Paratha)</p> <p>All materials will be provided by APH.</p>		

Note: The above quantities are subject to change as per demand

- Naan maker / Service Provider
- At least two people are required to be on duty at Airport Hotel.
- Staff should be deputed two times a day 10:00 am to 03:00 pm and 06:00 pm to 12:00 am.
- Preference will be given to bidders providing the same services to other clients.
- Income tax will be deducted at source.
- Bidder on the technical opening day must prepare 1Paratha, 1Naan, and 1Chapati for technical evaluation
- All bidders must quote a single rate and advice on the best possible delivery period.
- Quoted rates must be firm and fixed in all aspects
- Bidder must fulfill documentary requirements as per Sky rooms (Private) Limited, Airport Hotel procedure.
- Uniform will be Mandatory.
- If the service provider fails to deliver services within the period specified in the contract, the purchaser may take the following action:
 1. Cancel the contract
 2. To hire services from somewhere else amount will be deducted from earnest money.

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 the above-mentioned items is in terms of and subject to the terms and conditions of the tenders.

TENDERER'S SIGNATURE _____ DESIGNATION _____

ADDRESS _____

Tel No. _____ Fax No. _____ Email _____

GST No. _____ NTN NO. _____

SEAL _____

Hotel management reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award as per rule 33 of PPRA rules 2004 without thereby incurring any liability to the affected Bidder. Moreover, the past performance of the firms may also be considered.

NOTE

If any stage documents provided by participants are found tempered/bogus Earnest Money deposited will be forfeited.

Manufacturer / Authorized Distributor / Suppliers registered with sales tax authorities are allowed to participate with all related documents at the time of technical opening.

All Bidders Should fulfill every column and attach the relevant documents along with the proposals

The bidder not fulfilling and/or all of the above shall be declared non-responsive / disqualified. In addition to this, all terms and conditions should be complied with by the Bidder. Participants allow quoting one price one brand only, for all items, and also to quote the required mode of packing.

TECHNICAL EVALUATION CRITERIA

S.NO	DESCRIPTION	MARKS	Marks Obtained
01	No litigation certificate	10	
02	Blacklisting – to be verified on PPRA website.	10	
	Total Marks	20	

Enlistment and Registration

S.NO	DESCRIPTION	MARKS	MARKS OBTAIN
01	NTN Registration	10	
02	GST Registration	10	
03	Registration with SRB	10	
	Total Marks	30	

Related Work Filed Experience

S.NO	DESCRIPTION	MARKS	MARKS OBTAIN
01	1-5 years	10	
02	5-10 years	20	
	Total Marks	30	

Financial Statement

S.NO	DESCRIPTION	MARKS	MARKS OBTAIN
01	Bank Statement for the last one year Transaction.	20	
	Total Marks	20	

TOTAL MARKS	100	
QUALIFYING MARKS	70	

[RUPEE ONE HUNDRED NON-JUDICIAL STAMP
PAPER]

[Enclose with technical proposal]

General Manager

Airport Hotel Karachi

V5V3+RJ2, Star Gate Rd, Faisal Cantonment, Karachi, Karachi City,

Subject: UNDERTAKING TO EXECUTE CONTRACT

Dear Sir,

1. We / I, the undersigned bidders do hereby confirm, agree, and undertake to do the 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 APH to do so.
3. That all expenses in connection with the preparation and execution of the contract including stamp duty will be borne by us/me.
4. That we / I shall deposit with APH the amount of Security as specified in the contract which shall continue to be held by APH until three months after the 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 APH 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 (On Letter Head of Firm)

Declaration of Fees, Commissions and Brokerage Etc. Payable By the Suppliers, Vendors, Distributors, Manufacturers, Contractors & Service Providers of Goods, Services & Works

_____ the 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 arrangement with all persons in respect of or related to the transaction with the 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 the Government of Pakistan under any law, contract, or other instruments, be voidable at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by the Government of Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify the Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, brief, 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.