

## Pakistan International Airlines

P&L Section, PIA Booking Office,  
65, Abdali Road Multan  
Tel: +92-61 9200024-2228  
E-mail: [muxpppk@piac.aero](mailto:muxpppk@piac.aero)

Tender Ref No: MUX/SCM/ Stationery/25  
Tender Cost: PK Rs. 2000/-

### **Invitation to Tender - (Please read all Instructions carefully).**

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

**Sub: Office Stationery , for PIA Multan against Annual Agreement on "As and when required basis".**

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/drop your sealed tenders **In Single Stage Single Envelope Basis** addressed to Manager Supply Chain Management PIA, SCM Section, PIA Booking office, Abdali Road, Multan, latest by dated 3 June **2025**. The tender may be dropped in the tender box placed at District Manager Multan office latest by 10:30 hours on the specified date. You may also send your tenders through registered mail addressed to Incharge SCM Multan, 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 tenderers whoever wish to witness the tender proceeding.
2. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays. The decision of **Tender Opening Committee** in this respect shall be final and binding.

### **EARNEST MONEY & TENDER FEE**

The Tender should be accompanied by a Pay Order for RS. 2,000 (Rupees TWO Thousand Only) as tender fees and 2% as interest free Earnest Money (Refundable) in shape of Pay Order in lieu thereof in the name of **M/s PAKISTAN**

**INTERNATIONAL AIRLINES.** 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 tenderer/s upon award of Contract / Purchase Order will be required to furnish a cash deposit in the amount equivalent to 05% of total tender value as interest free Security deposit in shape of Pay Order of an equivalent amount. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above.

### **PREPARATION OF TENDER**

The Tenders should be enclosed in double cover. The inner cover should be sealed with scotch / masking / gum having enclosed the following documents:-

- a) **The Schedule duly filled in, signed and sealed with scotch tape/gummed.**
- b) Pay Order for Earnest Money & tender fees. (vendors stamp, Tender Reference & Tender Fee or Earnest Money @ 2% of the total value refundable must be mentioned at back side of the Pay Order)
- c) Copy of GST/NTN certificate to be attached.

The outer cover of envelope should bear address of the Manager Procurement & Logistics, PIA Booking office, Abdali Road Multan, Pakistan and reference number of the tender with opening date of tender.

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 Manager, Partner, etc., or their attorney in case of firms registered under Partnership Act.

### **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, octopi and delivery charges for free delivery to Multan 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 90 days.

### **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 tender opening by assigning proper reason.

Yours truly,  
**For Pakistan International Airlines**

**In-Charge SCM MUX**

**Encl:**

- 1. Tender Schedule-A
- 2. Tender Terms & Conditions
- 3. Undertaking on Stamp paper
- 4. Integrity Pact on Company's Letterhead

Note: Prescribed Tenders form for the subject item may be directly download from PIAC / PPRA websites.

### TENDER SCHEDULE

S.NO	DESCRIPTION	MAKE	UNIT	QTY REQUIRE D	UNIT RATE	TOTAL Rs.
1	BALL POINT	DOLLAR	PKT	600		
2	SIGNATURE PEN	DOLLAR JET FLOW	PKT	120		
3	BOARD MARKER	DOLLAR	EA	150		
4	MARKER	DOLLAR	EA	150		
5	OFFICE FOLDER		EA	30		
6	LASING ROP		EA	10		
7	COMMON PIN		PKT	50		
8	3PLY NCR		PKT	90		
9	CELL CLOCK		EA	200		
10	CELL SMALL		EA	200		

11	ENV LARGE		EA	1500		
12	ENV SMALL		EA	500		
13	LARGE DOCUMENTS FILE COVER		EA	50		
14	WRITING PAD		EA	50		
15	PAPER CUTTER		PKT	15		
16	CORRECTION FLUID PEN		EA	126		
17	CORRECTION FLUID SET		EA	35		
18	STAPLER PIN REMOVER		EA	25		
19	GUM BOTTLE LARGE		EA	14		
20	GUM STICK		EA	105		
21	HIGHLIGHTER		EA	126		
22	PAPER CLIP		PKT	48		
23	MASKING TAPE 2"		EA	57		

24	PACKING TAPE 2"		EA	83		
25	RUBBER RING		PKT	150		
26	PUNCHING MACHINE		EA	32		
27	PHOTOSTATE PAPER A4 (500 SHEET REAM)		RIM	600		
28	PHOTOSTATE PAPER LEGAL (500 SHEET REAM)		RIM	50		
29	ERASER		EA	100		
30	STAMP PAD		EA	50		
31	STAMP PAD INK		EA	40		
32	STAPLER LARGE		EA	80		
33	STAPLER PIN		PKT	350		
34	STAPLER EXTRA LARGE		EA	5		
35	STEEL SCALE 12"		EA	25		
36			EA	100		

	STEEL SHARPNER					
37	WATER DUMPER		EA	15		
38	TABLE SET		EA	6		
39	BOX FILE PLASTIC		EA	120		
40	PRINTY STAMP LARGE		EA	30		
41	PRINTY STAMP MEDIUM		EA	30		
42	ATTENDANCE REGISTER		EA	40		
43	REGISTER		EA	70		
44	LOG BOOK		EA	70		
45	INK	DOLLAR	EA	10		
46	LEAD PENCIL		PKT	100		
47	BULL DOG CLIP		PKT	50		
48	TABLE DIARY		EA	10		
49			EA	30		

	CALCULATOR CASIO					
50	CHIT PAD		EA	60		
51	STICK PAD YELLOW		EA	65		
52	NOTE PAD		EA	48		
53	PUNCH MACHINE		EA	17		
54	CARBON PAPER		PKT	70		
55	RUBBER STAMP		EA	20		
56	FILE COVER		EA	1000		
57	STAPLER PIN LARGE		EA	10		
58	STAPLER PIN SMALL		EA	400		
Total in PKR						
Plus 18% GST in PKR						
Grand Total in PKR						



**Tender Terms & Conditions**

1. **Bidder must quote the rates only on PIA Tender Schedule "A"**
2. **Participant must quote all items otherwise tender will not be entertained.**
3. **All supplies are required on "As & when required basis" against annual tender, extendable for another two terms on same rates, terms & conditions.**
4. **The quantity of each item mentioned in Tender schedule "A" is only for calculation purpose; however, the same may be increased or decreased as per actual requirements for the period of the contract.**
5. **Payment terms are net 30 days**, Income Tax will be deducted from the Invoices/Bills at source as per Government Regulations.
6. PIA will be the sole judge to determine the quality and the workmanship according to PPRA Rules of above mentioned items and also establish the capability of firms to execute the order/contract. PIA's decision in this regard shall be final in line with PPRA Rules.
7. Successful bidder will be responsible to maintain perfect quality/quantity in all supplies, in case of poor quality/short supply or not meeting PIA specification, supplier will penalized by making Purchase at the risk and cost of the defaulted quantity/quality. PIA may impose embargo on the defaulted supplier and restrain to do business for at least six month (or) Black List.
8. Participated must be registered as Importer, Whole seller, stockiest, Distributor or General Order Supplier.
9. Participants must be registered with NTN/Sales Tax Authorities, G.S.T. No. must be quoted.
10. **Quality Samples must be submitted for Stationery items only with mentioned their serial no sticker/Tag/Pack, (Not Refundable).**
11. Delivery must be made at PIA Booking office, 65-Abdali Road Multan, Procurement & Logistic Section.
12. **Earnest Money 2% of total value (Pay Order in favor of PIA or PIA cash receipt only) must be submitted along with the Proposal/Tender.**
13. All participants are required to quote rates inclusive of all Govt Taxes & GST separately.
14. All participants must quote one rate and best delivery period.
15. Please note that quoted rates must be firm and final in all respect.
16. Guarantee & Warrantee must be provided.
17. Quotation must be valid for 90 days from the tender opening date.
18. As per PPRA Rules Quantity 15% may increase or decrease.
19. Item found below PIA standard shell be rejected / returned.
20. **Contract can be extendable as per PIA/PPRA Rules.**
21. Should you require any further query, please contact at Email: [muxpppk@piac.aero](mailto:muxpppk@piac.aero), and Ph: +92-61-9200024-2228

I/We hereby confirm having read and understood the terms and conditions of the tender and agree to abide rules/regulating pertaining to supplies from time to time.

Tender Name & Signature\_\_\_\_\_

Designation\_\_\_\_\_Address\_\_\_\_\_

\_\_\_\_\_

Tel No.\_\_\_\_\_Fax No\_\_\_\_\_

Cell No. & Name (Representative)\_\_\_\_\_

Email Address\_\_\_\_\_

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

Seal\_\_\_\_\_

**(RUPEES ONE HUNDRED NON-JUDICIAL STAMP PAPER)**

**In charge SCM,  
Supply Chain Management  
Pakistan Intentional Airlines  
Multan.**

Subject: **UNDERTAKING TO EXECUTE CONTRACT**

Dear Sir,

1. I / We, the undersigned tenderer do here by confirm, agree and undertake to do following in the event My/Our tender for the supply of \_\_\_\_\_ to PIA, is approved and accepted: -
2. That I/ We 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 borne by us / me.
4. That I/We 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 my/our failure to execute the formal contract within the period of Seven days specified by PIA the Earnest Money held by PIA shall stand forfeited and I/ we shall not question the same.

Tender's Signature \_\_\_\_\_ Name in Full \_\_\_\_\_

Designation \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email: \_\_\_\_\_ Cell No. \_\_\_\_\_

C.N.I.C. # \_\_\_\_\_

Seal \_\_\_\_\_

**INTEGRITY PACT / DISCLOSURE CLAUSE****(To be submitted on Company's Letterhead)****Declaration of Fees, Commissions and Brokerage Etc. Payable By The Suppliers, Vendors, Distributors, Manufacturers, Contractor & 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 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.