

Tender No: FSD-26010027

Dated: 04th March, 2026

Tender Cost (Pay Order) PKR: 15,000.00

Earnest Money (Pay Order) PKR: 20, 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

REQUIREMENT OF POT HOLDER [ANNUAL] Y-2026-27

2. Bidding documents containing detail terms and conditions, etc. which are available at electronically and can be downloaded from following:
 1. PIACL Website <https://www.piac.com.pk/corporate/sales-procurement/tenders>
 2. PPRA Website <https://www.ppra.org.pk/active-tenders>
 3. EPADS-PPRA website www.eprocure.gov.pk
4. Bids should be submitted electronically through E-PADS.
Please Note: Manual submission of bid without E-PADS is NOT allowed.
5. The bids must be prepared in accordance with the instruction in the bidding documents and must submit by **20-04-2026 at 10:30 AM**. Bids will be opened on the same day at 11:00 AM
6. 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,

1st 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

1. E-mail: spo.fk@piac.aero +92-21-99045131 / dgmpe@piac.aero / khjzpk@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 : **“POT HOLDER [ANNUAL] Y-2026-27”**

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 **20-04-2026**.
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.

EARNEST MONEY [Must be in Technical Proposal]

The Tender should be accompanied by a Fixed **EM PKR- 20, 000/=** having been deposited in terms of a Pay Order [from any scheduled bank] must be payable at Karachi Pakistan in lieu thereof in the name of **M/S PAKISTAN INTERNATIONAL AIRLINES** as interest free Earnest Money (Refundable) with **Technical 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 [for local bidders & optional for foreign bidders]

The successful bidders upon award of Contract / Purchase Order will be required to furnish in the amount equivalent to amount **PKR 30, 000/=** [will called if required] 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. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above.

PREPARATION OF TENDER.

Tender will be opened on “**Single Stage Two Sealed 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 specification carried out by PIA Management. Evaluation Report as per PPRA Rule-35 will be uploaded on both PPRA/PIA websites. Financial Proposal of only those bidders will be opened whose sample are found acceptable.

Financial Proposal having following documents.

1. **Tender Schedule –“A”** Complete Form {All pages} 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 15, 000/- (Non-Refundable).**
 - (On back side of Pay Order Vendor must write company name/stamp, Tender Ref. No, date & Pay Order for Tender Fee)
 - **Fixed PKR 20, 000/=Pay Order [from any scheduled bank] for Earnest Money (Refundable/Interest Free). (On back side of Pay Order Vendor must write company name/stamp, Tender Ref. No, date & Earnest Money)**
2. **Quality samples (05 PCS) (Non-Returnable).**
3. **Company profile, Copy of GST & NTN certificate**
4. **Tender Schedule “B” must be attached with Technical Proposal/ all pages.**
5. **Manufacturer / Authorized Distributor of Manufactures.**
6. **Sample must be without vendor name, stamp or brand. Only temporary sticker on tender sample is allowed for identification.**
7. **Delivery must contain PIA Logo and “specially packed for PIA” should be printed on supplies.**

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:

In any query without hesitate you will contact / emails above mentioned concerned officer.

- 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 Bidders 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 Local Receipt Section 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** 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) Rates must be written on PIA prescribed form otherwise Bids will not be entertained.
- f) **Correction White Fluid or Over Writing strictly 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.

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 / cancel as per PPRA Rules.

Yours truly,
for Pakistan International Airlines

Purchase Flight Kitchen

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

PIACL Website: <https://www.piac.com.pk/corporate/sales- procurement/tenders>

PPRA Website: <https://www.ppra.org.pk/active-tenders>

E-PADS-PPRA website: <https://www.eprocure.gov.pk> under Supplier Login

TENDER SCHEDULE "A"
 Ref No: **FSD-26010027**
"POT HOLDER [ANNUAL] Y-2026-27"

Particulars of Item	Unit	Quantity Required	Unit Rate PKR WITHOUT GST	GST on 30% Qty [if Applicable]	Total Value PKR (Including GST)
Pot Holder <u>Specification Attached</u> (Page 6)	Nos	16,800			
Total Value in figures/words →					
TOTAL CONTRACT VALUE PKR →					
FIXED EARNEST MONEY PKR →					
20, 000/= MUST be placed in <u>Technical Bid.</u>					

- 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 & 30% Domestic Flights.
- 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].
- If any supplier, submit 90 Days Exit Clause within first quarter, their EM will be forfeited.
- If any supplier, submit 90 Days Exit Clause letter 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 10,000.00 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: _____

TENDER SCHEDULE "B"

Ref no: FSD-26010027

Mandatory Requirement

DESCRIPTION / SPECIFICATION OF ITEM	YES/NO
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> SPC No -FSD-3223 Date: 09-Feb-2026 </div> </div> <p style="text-align: center;"><u>Specification of Pot Holder</u></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Material : Thick Cotton Washable</p> <p>Size : 6"x6" (±5%)</p> <p>Color : Dark Green + Green Thread : Rounded Corner in Darks Brown Color</p> <p>Quality : Fire Retardant, Heat Sealing</p> </div> <p>Packing: Supplies are required qty. 50 or 60 Pot Holder pack in polythene & 300 or 400 qty. strong trade worthy cartons. Each carton shall be clearly marked or labeled with a name of the product, name and address of the manufacture, qty and net weight. Damage duty and dirty carton are not acceptable.</p> <p>Transportation / Delivery:-</p> <ul style="list-style-type: none"> Supplies to be delivered in SCM P& L store Building PIA Head Office Karachi. <p>Reports:</p> <ul style="list-style-type: none"> Sample will be evaluated by Evaluation Committee of Food Services Division. <p>Sample:</p> <ul style="list-style-type: none"> As per approved specification. <p>Who can supply:</p> <ul style="list-style-type: none"> Manufacturer, Authorized, Distributor of Manufactures. A reputable supplier with no track record of conflict or legal dispute with PIA. Evaluation Committee has the right to disqualify a vendor based are its past performance & compliance. <p>Other Terms & Conditions:</p> <ul style="list-style-type: none"> Items found below the required specs may 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 will be imposed in case of non-compliance. 	
<p>Manufacturer/Authorized Distributor of Manufacturer is allowed to participate.</p>	
<p>Participant must be registered with Sales Tax Authorities. → Please attach copy of GST Registration Certificate (indicating current "Active" status otherwise stand "Rejected" ab-initio).</p>	
<p>Quality samples Qty: 10 Pcs must be submitted (non-returnable)</p>	
<p>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.</p>	
<p>Fixed earnest money (Pay Order) must be submitted along with the <u>Technical Bid</u></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.
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% 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, 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 +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 _____