

**THE FOLLOWING FORMS TO BE
SUBMITTED WITH FINANCIAL BID**

PAKISTAN AIRPORTS AUTHORITY

INVITATION TO BID (I/T FORM)

Tender Title	PROCUREMENT OF OFFICE CHAIRS FOR FIAP				
Ref No.	FIAP/1443-16/005/FASS				
Bid Validity	180 Days	Delivery Period	15 Days (From the date of award of contract / PO)	PR No.	14

FINANCIAL BID

S.No.	Item Description	UOM	Quantity	Unit Price (without GST)	Tax Amount	Total Price (with GST)
1	Office Chair (as per detail specification mentioned at Annexure -A3)	EACH	55			

Grand Total: _____
(Inclusive of GST,
Excluding SST)

Total Bid Amount in Words: _____

Notes:

a)	Bids must be submitted electronically through PPRA EPADS v2.0 web portal in accordance with PPRA Rule-2004 clause 36 (b)
b)	Technical Specifications / Compliance Sheet is attached at Annexure A-3 . Technical query (if any) shall be uploaded on EPADS no later than 07 days before opening of the bid.
c)	Bids must accompany technical literatures / brochures if any.
d)	Bidders are requested to read carefully & abide by the Terms and Conditions of the bidding documents
e)	Quoted price should be inclusive of GST & all applicable Govt/Local taxes, stamp duties or any change therein, Excluding Provincial Sales Tax (SST) as mentioned in the bidding document.
f)	The firm/bidder may submit their bid in detail separately (if desired) along with Invitation to Bid Form S-103A

Additional Notes:

i.	Consignee : Logistics Centre (South), Karachi.
ii.	Most advantageous bidder shall be declared on the basis of package price i.e. Lowest in total cost.
iii.	All participating bidders shall provide samples of all quoted items at the time of technical bid opening OR arrange visit of technical evaluation committee to the facility / showroom within 03 days from the time of technical bid opening. All cost of sample submission and facility / showroom visit shall be borne by the bidder with no cost to PAA.

BIDDER'S DETAILS

SIGNATURE	DATE	QUOTE REF #:
NAME	TELEPHONE	

Section VI–Standard Forms

SR #	SUBJECT	Annexure
1.	BIDDING FORM (FINANCIAL BID)	C
2.	BID SUMMARY SHEET (FINANCIAL)	E
3.	GENERAL TERMS & CONDITIONS / INSTRUCTIONS TO BIDDERS	F
4.	SPECIMEN OF BANK GUARANTEE AS PERFORMANCE BOND	K
5.	LIST OF ACCEPTABLE BANKS FOR BANK GUARANTEES	L
6.	FORM OF CONTRACT	P

BIDDING FORM (FINANCIAL BID)

**PAKISTAN AIRPORTS AUTHORITY,
Faisalabad International Airport,
Faisalabad**

Gentlemen,

1. Having examined the Bidding Documents including the **specifications, I/T terms and conditions**, the receipt of which is hereby acknowledged, we the undersigned offer to supply & deliver, **PROCUREMENT OF OFFICE CHAIRS FOR FIAP** in conformity with drawings, specifications of goods and conditions of Bidding Documents for the sum of Rs. _____ (Total bid amount in words) _____ (including GST {excluding Provincial Sales Tax on Services}) or such other sum as may be ascertained in accordance with the said conditions.
2. Until a formal Purchase Order / contract is executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest priced (Total Bid Value) or any bid you may receive.

Dated this _____ day of _____ 20__

(Signature) (In the capacity of)

Duly authorized to sign Bid for and on behalf of

(Signature of Witness)

Name: - _____

CNIC:- _____

BID SUMMARY SHEET
INVITATION TO BID NO. HQPAA/1984/393/XXLA

Description: PROCUREMENT OF OFFICE CHAIRS FOR FIAP
(TO BE ATTACHED WITH FINANCIAL BID)

1. Bidder Name: _____
Address: _____
Phone, mobile& Fax No: _____
E-mail address: _____
2. Manufacturer Name: _____
Country of Origin: _____
3. Items Quoted:(Sr. No) _____
4. Price Validity: _____
5. Total Price: Rs. _____
(Inclusive of GST& all Govt. taxes, **{excluding Provincial Sales Tax on services}**)
6. Offered Delivery Period: _____
7. GST Registration No: _____
8. Bidding Form (Annexure-C attached with financial bid): Yes No
9. Any Deviation: _____

Signature _____

Name & Designation _____

GENERAL TERMS AND CONDITIONS /
GENERAL INSTRUCTIONS TO BIDDERS

1. Bids will be opened in the public at Logistics (APS) branch, Headquarters, Pakistan Airports Authority on the date and time mentioned in I/T form. If it is holiday/off day on the date of opening, the tender will be opened on next working day at the same time and place.
2. Procedures for open competitive bidding
Single stage two envelopes bidding procedure shall be applicable as per PP Rule-2004 Clause No. 36 (b). Bids shall be submitted online on PPRA EPADS Portal. Whereas, for copy of bid, the Technical and Financial proposals should be in separate SEALED envelopes, thereafter, both envelopes the (Technical and Financial) be put in one envelop (second cover) duly sealed, signed and addressed to Additional Director Logistics (APS) HQPAA mentioning I/T No. date and time of opening. Copy of Bid must be dropped in Tender Box placed at Logistics (APS) Branch, Logistics Centre (south) JIAP Karachi, at least before 30 minutes of tender opening time (as per tender notice). Physical Copy of Bid is just for assistance of PAA Evaluation team and shall not be considered as bid submission. Bids will only be considered if uploaded on EPADS portal.
3. Non-receipt of bid or late submission of the bid shall not be entertained.
4. Bid should be typed (legible) written both in figures and words. Over written/erased, mutilated/doubtful quotation and bearing non-specified delivery period may likely be rejected.
5. The successful bidder to furnish pre-requisites of contract i.e. Non-judicial stamp papers and other documents within 15 calendar days along with a performance Bond @ 10% of the total contract value, in shape of Bank Guarantee (from list of acceptable banks attached at Annexure-L) /Pay order /Demand draft of the total contract value, in favor of PAKISTAN AIRPORTS AUTHORITY at the Time of signing of the CONTRACT for the satisfactory execution of contract including the completion of warranty period. The signatory from the supplier side on contract documents should be the proprietor of sole proprietorship, Director / MD of the companies or authorized Personal. In case of non-submission of required document within 15 days the delayed period shall be adjusted from the delivery period under the eventual contract. However, the submission deadline may be extended upon suppliers request with valid ground.
6. PAA reserves the right to inspect the quoted/offered items/equipment before or after the confirmed order through any agency/person of its choice.
7. Only one bid as per I/T specifications would be acceptable. ALTERNATE bid(s) would not be acceptable.
8. Bidder shall quote firm and final PRICES. The bid prices should be inclusive of GST on equipment & all other applicable federal/provincial taxes, Govt./Local taxes and stamp duties (including GST and excluding SST on services) or any change therein prevalent as on 14 days prior to the date of submission of bids. Contract shall be executed with the Most Advantageous bidder on non-judicial stamp papers as per the Stamp Fee Rates, The stamp Act, 1899 for the contracts, applicable in province of Sindh, of the total contract value. Price variation/conditional clause will not be acceptable.
9. Items offered should bear complete details like brand, manufacturer's name/part drawing number, detail specifications and COUNTRY OF ORIGIN/COUNTRY OF ASSEMBLING etc.
9. Bid must accompany technical literatures/brochures if any.
10. Sample, if required (and mentioned in bidding documents) with bid, shall be supplied free of charge and without any obligation to the PAA.
11. Conditional bid will not be acceptable and is likely to be REJECTED.
12. A grievance committee has been constituted in PAA to redress the grievances of the bidders in accordance to PP Rule-2004 Clause No.48.
13. Sanctity of bid will be observed meticulously. Any firm/bidder found persistently violating bid sanctity either by post-bid correspondence or by revising the terms of bids to the disadvantage of the Most Advantages bidder will be disqualified for the specific bid.
14. I/T FORM S-103A (Technical) should be submitted (A-1) along with the Technical bid without prices and TENDER FORM S-103A (Financial) should be submitted (A-2) along with financial bid with all columns carefully filled, duly signed and stamped.
15. The firm/bidder may submit their bid in detail separately (if desired) along with I/T Form S-103A.
16. The Procuring Agency may reject all bids or proposals in accordance with PP Rules-2004 Clause No. 33.
17. THE BID RECEIVED WITHOUT BID SECURITY OR SHORT OF PRESCRIBED BID SECURITY AMOUNT MENTIONED IN THE ADVERTISEMENT AND / OR BIDDING DOCUMENTS WILL BE REJECTED OUT RIGHTLY AND WILL NOT BE CONSIDERED FOR FURTHER PROCESSING. BID SECURITY ONLY IN SHAPE OF BANK DRAFT / PAY ORDER OR BANK GUARANTEE FROM THE LIST OF BANKS ATTACHED (ANNEXURE-L), IN FAVOUR OF PAKISTAN AIRPORTS AUTHORITY WOULD BE ACCEPTABLE (SUBJECT TO VERIFICATION). KINDLY ENSURE THAT THE ORIGINAL BID SECURITY IS RECEIVED AT THE GIVEN ADDRESS PRIOR TO BID OPENING TIME / DEADLINE.
18. The Bid Security should remain Valid till the period of Bid Validity.
19. The Bid Security shall be forfeited:
 - a) If a bidder breaches the I/T terms, or withdraws its bid during the period of bid validity, and / or involved in post-tendering, except clarifications.
 - b) In case the successful bidder(s) breaches the I/T terms and or fails to furnish Performance Bond as per above clause No.5.
20. The bidder shall provide the Material Safety Data sheet where applicable.
21. The SUCCESSFUL BIDDER shall submit the evidence / proof of Active taxpayer status (ATL) with F.B.R, DUTY and TAXES at the time of submission of BILLS/INVOICES for payment as per directive of Government of Pakistan.
22. Arithmetical errors found (if any) will be corrected as follows:
 - a) Where there is a discrepancy between amount in figures and words, the amount in words will prevail.
 - b) Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will govern, unless in the opinion of the PAA there is an obvious misplacement of the decimal point in the unit price or a gross error in the price, in which case the total price as quoted shall govern and the unit price shall be corrected;
23. Sample Contract and its General Terms & Conditions are attached on reversed of IT form which shall be part of original contract in future. However, the contract clauses might vary at the time of execution of the contract.
24. "Days" wherever referred means "Calendar days" unless otherwise specified.
25. Any condition mentioned by the bidder in addition / contradiction to PAA's terms and conditions shall not be entertained. PAA's terms and Conditions shall have full overriding effect in this case.
26. The technical evaluation shall be based on Operational and Technical specifications / Compliance sheet and other technical parameters mentioned in the bidding document..
27. The contract will be awarded to the most advantageous Bidder whose bid has been found Technically qualified, financially compliant and emerged as the Most Advantageous i.e. the bid which compliant to eligibility criteria, compliant to specifications, and has the lowest evaluated Bid Price as per price evaluation mechanism / criteria.
28. PAA reserves the right to reject/eliminate/rationalize any or all items & quantities from the proposal due to any valid reason which shall be communicated to supplier on request.

SIGNATURE/RUBBER STAMP OF BIDDER

SPECIMEN OF BANK GUARANTEE AS PERFORMANCE BOND

Guarantee # _____

Date of issue :- _____

Date of expiry:- _____

Amount :- _____

PAKISTAN AIRPORTS AUTHORITY
HEADQUARTERS, TERMINAL – 1
Karachi.

THIS BOND dated -----has been executed by M/S-----
 (Hereinafter referred to as the "Surety") having its registered office at _____ in favor of the Pakistan Airports Authority, Terminal No.1 J.I.A.P, Karachi Pakistan (hereinafter referred to as the "Authority") under the circumstances, terms and conditions set forth herein below:

WHEREAS the Authority and the supplier, namely M/s----- have entered into as contract dated ----- for the supply of the stores, hereinafter referred to as the "Contract" in conformity with the terms and conditions thereof.

NOW THIS BOND WITNESSES AS UNDER:

1. That we M/s.----- (The Surety) hereby guarantee that the supplier shall fulfill all the obligations under the Contract and if he fails or commits default in fulfillment of any of the obligations under the said Contract, we shall be liable unconditionally to the Authority for the payment of the amount in respect of which they have so failed not exceeding Rs.----- Being 10% Ten Percent of the contract price.
2. That for the payment of the amount to the authority, the supplier and the Surety binds themselves, their heirs successors and legal representative, jointly and severally by these presents.
3. NOW THE CONDITION OF THIS BOND is that if the supplier shall duly perform and observe all the terms, provisions, conditions and stipulations of the said Contract on the supplier's part to be performed and observed accordingly, to the true purpose, intent and meaning hereof as determined by the authority who shall be the sole judge in the matter , or if on default by the Supplier for which the Authority shall be sole judge, the Surety shall satisfy and discharge the damages sustained by the Authority thereby as certified and demanded by the authority, without calling into question such demand on any ground whatsoever and without reference to the supplier, up to the amount of the above written Bond then this obligation shall be null and void but otherwise shall be and remain in full force and effect but no alteration in terms of the said Contract made by agreement, between the Authority and the supplier or in the extend or nature of the supply under the contract and no allowance of time by the Authority under the said contract nor any forbearance or forgiveness in or in respect of any matter or thing concerning the said Contract on the part of the Authority, shall in any way release the Surety from any liability under this Bond.
4. WE AGREE that this Bond shall be irrevocable and the guarantee hereby given shall be continuing guarantee and that a certificate signed by the Authority, stating that the Bond has become due, will be sufficient proof of its forfeiture and we shall pay to the Authority the amount so demanded forthwith unconditionally, without any further proof of any kind whatsoever.

SIGNATURE, SEALED AND DELIVERED BY THE_____

Name of surety_____

(Address of Surety) _____

And_____

Contractor_____

Registered Office address of the Contractor

SIGNATURE_____NAME_____

In the presence_____

SEAL WITH SIGNATURE

LIST OF BANKS FOR PERFORMANCE BOND/ BANK GUARANTEES

1. It is informed that the Irrevocable Bank Guarantees duly issued by following banks would be acceptable to PAA.

S. No.	Name of Banks
1	National Bank of Pakistan
2	Sindh Bank Limited
3	The Bank Of Punjab
4	Allied Bank Limited
5	Askari Bank Limited
6	Bank Al-Habib
7	Faysal Bank Limited
8	Habib Bank Limited
9	Habib Metropolitan Bank Limited
10	JS Bank Limited
11	MCB Bank Limited
12	Samba Bank Limited
13	Soneri Bank Limited
14	Standard Chartered Bank (Pakistan) Limited
15	United Bank Limited
16	Industrial and Commercial Bank of China Limited
17	Al Baraka Bank (Pakistan) Limited
18	Bank Islami Pakistan Limited
19	Dubai Islamic Bank (Pakistan) Limited
20	Meezan Bank Limited

Contract Forms

Form of Contract

**CONTRACT BETWEEN PAKISTAN AIRPORTS AUTHORITY
AND M/S _____ HQPAA/1984/---/XXLA for the
PROCUREMENT OF OFFICE CHAIRS FOR FIAP**

This contract is made this the _____ day of _____ two thousand _____

BETWEEN

The Pakistan Airports Authority (PAA), statutory body established under the Pakistan Airports Authority Act, 2023 with its Head Quarters at Terminal No.1, Jinnah International Airport, Karachi, Pakistan, hereinafter referred to as the “Purchaser” (which term shall include its, authorized representatives and successor in interest) through Director _____ of the First Part;

AND

M/s. _____, is a registered Company, with its office _____ hereinafter, referred to as the “Supplier” (which term shall include its, authorized representatives and successors-in-interest) through Mr. _____ () of the Other Part.

WHEREAS the Procuring Agency invited Bids for certain goods and related services, viz., [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and related services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

The terms and conditions as stipulated in this contract shall constitute the entire agreement between the two parties and shall supersede any previous undertakings, commitments or representations whether oral or written in this regard.

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below: -
 - a) This form of Contract;
 - b) The Special Conditions of Contract;
 - c) The General Conditions of the Contract;
 - d) The Schedule of Requirements (BOQ of Contract);
 - e) The Technical Specifications;
 - f) The Procuring Agency’s Letter of Acceptance; and
 - g) The Form of Bid and the Price Schedule submitted by the Bidder
3. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and related services and the remedying of defects therein; the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

4. PARTICULARS

- 4.1 "Consignee" means, _____.
- 4.2 "Contract" means the present document signed by Purchaser and Supplier containing the contract terms and conditions together with the Annexure "A" thereto.
- 4.3 "Country of Origin" means the place where goods were manufactured, produced, received, or from which the services are supplied.
- 4.4 "Contract Price" means the price shown in Annexure "A" to the contract.
- 4.5 "Equipment/Stores" means "_____" and all other items to be supplied by the Supplier in accordance with Annexure "A"
- 4.6 "Inspecting Authority" means the OIC – Logistics Formation, FIAP, Pakistan Airports Authority, Faisalabad International Airport, Faisalabad
- 4.7 "Inspecting Officer" means OIC – Logistics Formation, Faisalabad International Airport, Faisalabad.
- 4.8 "Purchaser" means the Pakistan Airports Authority, Faisalabad International Airport, Faisalabad.
- 4.9 "Supplier" means M/s. _____
- 4.10 Indenter: Logistics Formation, FIAP _____
- 4.11 Indent No: PR # 16 _____ dated _____
- 4.12 Schedule of Stores: _____
- 4.13 Integrity Pact _____
- 4.14 Declaration Beneficial Owner Information _____
- 4.15 Performance Bond: _____
- 4.16 Head Of Account: (_____) F.Y 20__ - 20__

Now, therefore, this contract witnessed as under: -

IN WITNESS WHEREOF THE PARTIES HAVE SIGNED THIS AGREEMENT AT KARACHI ON THE DATE MENTIONED ABOVE.

for and on behalf of the Supplier

(M/s. _____)

WITNESS FROM SUPPLIER

1. _____

for and on behalf of the Purchaser

(Director _____)

WITNESS FROM PURCHASER

2. _____