

REF: GMCM / Air/Sea Consignment-Paris /02/ 2021

**HIRING OF FREIGHT HANDLING, CLEARING AND FORWARDING AGENT AT PARIS  
(FRANCE)**

Pakistan International Airlines (PIA), National Flag Carrier, and the Premier Airline of the region, invites sealed tenders for hiring of freight handling, clearance and forwarding agent for PIA air / sea consignments at Paris Station for the period of three (03) years.

**TENDER SUBMISSION**

Interested parties are required to submit offers through sealed tenders **on Single Stage Two Envelope Basis** addressed to **General Manager (Contract Management), PIA, Supply Chain Management department, JIAP Karachi by 6<sup>th</sup> December, 2021.**

Tenders may be dropped in the tender box marked as “**Tender Box Commercial Purchases**” placed at the entrance of the PIA Supply Chain Management Department Building latest by 10:30 hours on **6<sup>th</sup> December, 2021.** Alternately same can also be sent through courier services addressed to GM Contract Management, which must reach before the closing date and time. Tenders will be opened at 11:00 hours the same day in the presence of those tenderers who care to attend.

The terms & conditions for the tender can be viewed at PIA / PPRA web sites

GM Contract Management  
Supply Chain Management Department,  
PIA Head Office, JIAP, Karachi.  
Tel: +92 21 9904 4216, +92 21 9904 3081  
Fax: +92 21 3457 0120  
Email: [gm.cm@piac.aero](mailto:gm.cm@piac.aero)  
[contract.administration@piac.aero](mailto:contract.administration@piac.aero)

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## INVITATION TO TENDERS AND INSTRUCTIONS TO BIDDERS

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

**Sub: TENDER FOR AWARD OF CONTRACT FOR HIRING OF FREIGHT HANDLING, CLEARING AND FORWARDING AGENT AT PARIS (FRANCE)**

Pakistan International Airlines (PIA), National Flag Carrier, and the Premier Airline of the region, invites sealed tenders for hiring of freight handling, clearance and forwarding agent for PIA air / sea consignments at Paris Station for the period of three (03) years.

### **TENDER SUBMISSION**

Interested parties are required to submit offers through sealed tenders **on Single Stage Two Envelope Basis** addressed to **General Manager Contract Management, PIA, Supply Chain Management department, JIAP Karachi by 6<sup>th</sup> December, 2021.**

Tenders may be dropped in the tender box marked as “**Tender Box Commercial Purchases**” placed at the entrance of the PIA Supply Chain Management Department Building latest by 10:30 hours (PST) on **06-12-2021**. Alternately same can also be sent through courier services addressed to General Manager Contract Management, which must reach before the closing date and time. Tenders will be opened at 11:00 hours the same day in the presence of those tenderers who care to attend.

Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for any postal delays. The decision of General Manager Contract Management in this respect shall be final and binding on all parties.

### **SECURITY DEPOSIT**

The successful tenderer will be required to submit Deposit of Euro 10,000 (Ten Thousand Euros only) with the station Head PIA Paris station as security deposit which would be refunded on completion of the contract.

### **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 Proposals will be opened on same date, whereas Financial Proposals will remain sealed till the technical evaluation of the proposals by PIA Management. The Financial Proposal of only technically qualified bidders will be opened.

**Technical Proposal having following documents:**

- a) Tender Fees of Euros 500 (Five Hundred Euros) (NOT REFUNDABLE) to be deposited with country manager PIA Paris (Email: [paruupk@piac.aero](mailto:paruupk@piac.aero)) and receipt of the same be submitted along with the tender documents duly filled in to be submitted through courier services to GM Contract Management on or before the tender opening date.
- b) Company profile
- c) Other set of documents / certificate etc

**Financial Proposal having following documents.**

- a) The Schedule of rate duly filled in, signed and sealed.

**The outer cover of envelopes should bear address of the General Manager Contract Management, PIA Supply Chain Management department, JIAP Karachi –Pakistan, Tender reference number, opening date and company name.**

**PRICES:**

- a) The Prices mentioned in the tender will be treated as firm and final for the entire contractual period.
- b) Offers must be valid up to 120 days, extendable in line with PPRA rules.
- c) Quotation must be given in PIA prescribed format.

**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 basis or extend the date of opening in line with the PPRA rules.

Yours truly, *for*

**Pakistan International Airlines**  
Sign & Official Seal of Bidder **Encl:**

1. Tender Schedule-A
2. Terms & Conditions
3. Undertaking
4. Integrity Pact

**Notes:** Prescribed Tenders form may also be downloaded from PIAC / PPRA website.

**Tender Schedule “A”**

**TENDER FOR HIRING OF FREIGHT HANDLING, CLEARING, & FORWARDING AGENT FOR ALL PIA AIR / SEA CONSIGNMENTS AT PARIS (FRANCE)**

Pakistan International Airlines (PIA) invites Proposals on “Single Stage Two Envelope” basis from the approved / registered Handling, Clearing & Forwarding Agents for the clearance of PIA Air / Sea consignment at Paris station for the period of three (03) years

<b>S No</b>	<b>Description</b>	<b>Rate Per Bill of Entry</b>
1	Handling Charges, Custom Clearance fee, Charges / Agency, Commissions/Transportation Charges and other formalities at Airport Per Consignment.  Aircrafts, Aircraft Engines, Aircraft Parts, Aircraft Cabin Services, Passenger Services, Aircraft Allied Chemicals, Paints, Lubricants etc.  Specialized Ground services equipment / Vehicles / Hangar Equipment. Raw Material for Aircraft Components / Shop Machinery / Test Equipment/Simulator, Chemical Drums, Aircraft Tyres, Crockery, Clothes and any other levy / components on consignment basis including loading / unloading (Labour Charges)	

**TENDERER’S SIGNATURE** \_\_\_\_\_ **DESIGNATION** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TEL NO:** \_\_\_\_\_ **FAX NO:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PAKISTAN INTERNATIONAL AIRLINES  
 SUPPLY CHAIN MANAGEMENT DEPARTMENT  
 KARACHI AIRPORT, PAKISTAN**

**TERMS AND CONDITIONS OF TENDER**

**PREPARATION OF TENDER**

1). The tenders should be enclosed in double cover. The inner cover should be sealed having enclosed the following documents.

- a. The schedule duly filled in and signed.
- b. Copy of receipt of Euro 500 deposited with station head PIA Paris [paruupk@piac.aero](mailto:paruupk@piac.aero) as tender fee.
- c. Undertaking on a legal document duly signed and stamped
- d. Details of the Firm.

2). The outer cover should bear address of the General Manager Contract Management, PIA, Karachi Airport and reference number of the tender with opening date of tender.

3). These tender forms can be downloaded from PIA or PPRA websites.

4). The tender will not be considered if complete information required is not given therein.

5). 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 peculation.
- d) As Secretary, Manager, Partner etc. or their attorney in case of firms registered under Partnership act.

**6) RATES:**

- a) The rates quoted in the tender should be inclusive of applicable all taxes / levies.
- b) The rates mentioned in the tender will be treated as firm till the completion of contract Period.
- c) The rates must be quoted under each head separately both in words and figures.

**07) ACCEPTANCE OF TENDER;**

PIA do not pledge themselves to accept the lowest tender and reserve the right to accept or reject any or all tender/quotations, divide business among more than one agent or extend the date of opening in line with PPRA rules.

**08) DEMURRAGE/PENALTIES;**

The Handling, Clearing and Forwarding agent shall be responsible for payment of penalty / fine demurrage on consignment if these charges are incurred due to negligence on the part of the clearing agent.

To avoid the incidence of demurrage, PIA undertakes to furnish to Clearing and Forwarding agent, complete and correct documents.

**09) SURVEY**

Clearing & Forwarding agent shall arrange survey of the defective damaged packages at premises. The clearing & forwarding agent shall ensure that the carrier's survey of defective / damaged Packages are held within time as arrival of the vessel jointly with the insurance surveyors, under custom`s supervision.

The Clearing & Forwarding agent shall be responsible for delivery of the surveyed goods in the same condition and quantity as found at the time of survey along with details of actual losses revealed at the time of survey within the Airport premises.

**10) HANDLING OF CLAIMS WITH CUSTOM.**

Clearing & forwarding agent will undertake all work relating to short landed packages and lodging of claims for excess recovery of customs dues on behalf of PIA with the appropriate authorities to its finalization and keep PIA informed the progress. This will also include claims for refund of customs duty sales Tax on short landed packages. Any other charges which PIA.

PIA considers as having been paid in excess of the correct amount shall be deducted from Clearing and Forwarding Agent. The Agent shall also inform the shipping agent concerned, under intimation to PIA, regarding short landed packages.

**11) RECOVERY OF LOSS ON ACCOUNT OF SHORTAGE AND DAMAGES DUE TO MIS-HANDLING**

The Clearing & Forwarding Agent shall be responsible for recoupment of loss on account of shortages and damages due to mis-handling by agent at any stage and PIA shall have the right to assess such losses and recover the amount from Clearing & Forwarding Agent. PIA decision in this regard shall be deemed as final.

TENDER SIGNATURE \_\_\_\_\_  
(To be submitted on legal document)

**Subject: Undertaking to Execute Contract**

Dear Sir,

1. We/I, the undersigned tenderer do hereby confirm, agree and under take to do following in the event our / my tender for supply of \_\_\_\_\_ to PIA is approved and accepted.
2. That we / I will into and execute the formal contract, a copy of which has been supplied to us / me, receipt whereof is hereby acknowledge 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 expense 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 PIA the amount of security as specified in the contract which shall continue to held by PIA until three months after 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 PIA the Earnest money held by PIA shall forfeited and we / I shall not question the same.

Tenderer's Signature \_\_\_\_\_ Name in full \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Phone / Fax # \_\_\_\_\_

CNIC \_\_\_\_\_ Seal \_\_\_\_\_

Date \_\_\_\_\_

**EVALUATION CRITERIA**

**Total marks – 100**  
**Qualifying Marks – 75**

**1. PARTICULARS OF THE FIRM / COMPANY**
**(40 Marks)**

<b>A</b>	<b>Presence in different European Union Countries</b>	<b>Marks allocated: 15</b>
	i). Presence in major EU Countries through sub-offices	15
	ii). Presence in Paris (France) Only	10
<b>b.</b>	<b>Clearing agent to have complete set up at Paris (France), having at least 20 years of experience of customs clearance and freight forwarding.</b>	<b>Marks allocated: 10</b>
	i) 20 Years or more experience	10
	ii) 10-15 Years experience	07
	iii) upto 10 Years and below	05
<b>c.</b>	<b>Number of personnel on company roster (strength/deployment year wise last 5 years)</b>	<b>Marks allocated: 10</b>
	i) 10 to 14	10
	ii) 05 to 09	05
	iii) Less than 5	02
<b>D</b>	<b>ISO or other international accreditation / membership of relevant clearing agent's regulatory body</b>	<b>Marks allocated: 05</b>

**2. Special Requirement/conditions (Freight Forwarders)**
**(Marks allocated 25)**

a	Registration with relevant Customs Authorities at Paris (France)	8
b.	License / Registration for EU	6
c.	Membership with concerned trade body	6
d.	Details of specialized Staff/Manpower that has the proficiency to acquire the efficient/economic clearance of Aviation goods including DG Goods. Expertise and relevant experience in the field/business/services specific to aviation industry	3



e.	Customs Innovative consultancy, understanding custom Innovative concepts that will yield cost and time savings of French Customs.	2
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**4. Financial Health (Annual Turnover)**

**(Marks Allocated 25)**

i)	Over Euro 02 million	25
ii)	Euro 01 - 02 million	20
ii)	Euro 0.5 – 0.9 million	10
iv)	Less than Euro 0.5 million	05

**5. Litigation History of the Firm (last 10 years)**

**(Marks Allocated 10)**

i)	Nil Litigation history	10
ii)	One Litigation decided / subjudice - Favour / Against	08
iii)	Two Litigation decided / subjudice - Favour / Against	06
iv)	Three Litigation decided / subjudice - Favour / Against	04
v)	Four and Above decided / subjudice - Favour / Against	02

**Note. Please provide Documentary evidence in support of your response, without Documentary evidence section will be marked as Zero.**