

TOR TERMS OF REFERENCE

TENDER FOR HIRING GROUND SUPPORT EQUIPMENT
AT ALL DOMESTIC AIRPORTS OF PAKISTAN FOR PIA
FLIGHTS.

INDEX

SNO.	DESCRIPTION	Page No.
1	TENDER NOTICE	3
2	INVITATION TO BID	4-5
3	SCOPE OF BID	6-7
4	SUBMISSION OF TENDER	8-9
5	TECHNICAL EVALUATION CRITERIA	10-13
6	FINANCIAL PROPOSAL	14-15
7	DRAFT AGREEMENT	16-21
8	UNDERTAKING TO EXECUTE CONTRACT	22-23

Request for Proposals

Pakistan International Airlines (PIA) intends to invite tenders for hiring of Ground Support Equipment (GSE), on as and when required basis, from Ground Handling companies registered within Pakistan to provide services to PK Flights all over the domestic airports of Pakistan.

Tender is called on “**Single Stage Two Envelope**” basis

Complete RFP can be downloaded from **www. Piac.com.pk** and **www.ppra.org.pk**

Bidders are required to submit Pay Order of PKR 6,000/- (Non-Refundable) as tender cost in favor of PIAC along with Technical & Financial Proposal.

Prospective bidders are requested to submit their sealed proposals on or before **19-09-2022 till 14:30hrs** at Room No.54, DGM Handling Agreements, PIACL Head Office Karachi. The technical proposals will be opened on same **date at 15:00 hrs**. In the presence of bidder or their representatives who wish to attend the proceedings in the office of DGM (Handling Agreements).

PIACL reserves the right to reject any or all bids or cancel the tender process at any stage in line with PPRA rules.

For any query, to feel free to contact

Dy. General Manager (Handling Agreements)

Room no. 54, Ground Floor, PIA Head Office Building Karachi Airport, Karachi

Email: khiwopk@piac.aero

Phone:+92-21-9904 4403, +92-21-9904 4697

INVITATION OF BID

Pakistan International Airlines (PIA) intends to invite tenders for hiring of Ground Support Equipment (GSE) on when and where required basis services from Ground Handling companies registered with Pakistan Civil Aviation Authorities for all over the domestic airports of Pakistan to achieve the desired Operation.

Technical and financial proposals are invited from Ground Handling Companies having vast experience for Ramp operation on round the year basis for a period of at least one year in operation at different domestic airports of Pakistan as a Ground Handler.

Following details supported by documents must be provided with the technical proposals:

- Bio data of form, name, office address, telephone / fax numbers, e-mail address and web site etc.
- Details of office setups.
- List of Ground Support Equipment (Station-wise) with their service life.
- List of Employees / Technical staff presently on payroll and their qualification with experience Along with documentary proof.
- Valid applicable registration certificate with Pakistan Civil Aviation Authority of Pakistan certifying authority to provide Ground Handling services to Airlines at domestic Airports in Pakistan.
- Financial stability certificate from bankers along with bank statement of last three years.
- Details of enlistment with Govt. Semi Govt. and other Organization / Corporation.
- Affidavit to the effect that the firm was not black listed and also not in litigation with any
- Department / Organization OR details of Litigation / Arbitration (if any)
- Registration certificate in-respect of GST, Income Tax, Professional Tax and SGST etc.
- Press notification and complete set of TOR can also be downloaded from
- PIA / PPRA websites. www.Piac.com.pk and www.ppra.org.pk
- Incomplete Technical and Financial Proposal will not be considered Technical and financial proposal, sealed separately enclosed in one envelop Should reach the office of Dy. General Manager (Handling Agreements), Room No.54, Ground Floor PIA Head Office Building, Karachi Airport – Karachi by 19-09-2022 at 14:30hrs Positively. The technical proposals will be opened on same date at 15:00hrs in presence of bidders in the office of Dy. General Manager (Handling Agreements).
- After detailed evaluation of Technical Proposals as per 'TOR' the 'Financial Proposals' of successful Company will be opened in presence of their representatives on specified date & time informed separately. The envelope of Financial Proposals of unsuccessful bidders will be returned as un-opened.

SCOPE OF BID

Pakistan International Airlines (PIA) intends to invite tenders for hiring of Ground Support Equipment (GSE) on when and where required basis services from Ground Handling companies registered with Pakistan Civil Aviation Authorities for all over the domestic airports of Pakistan to achieve the desired Operation.

Technical and financial proposals are invited from Ground Handling companies experience in providing the Ramp Services for flight operation by providing Ground Support Equipment on when and where required basis at all domestic Airports of Pakistan round the clock.

All participants are required to send their “Technical” and “Financial” proposals sealed separately in one envelope clearly marked on top right side of envelope “Technical” and “Financial” proposals.

The technical proposal will be opened in presence of all the participants on the due date. After detailed scrutiny of technical proposal as per TOR the “Financial” proposal of only successful parties will be opened in presence of their representative on specified date inform separately. The envelope of Financial Proposal of unsuccessful parties will be returned unopened.

SUBMISSION OF TENDER

1. You are required to send your technical and Financial proposals, sealed separately enclosed in one envelop to the office of Dy. General Manager (Handling Agreements), Room No.54, Ground floor PIA Head Office Building, Karachi Airport – Karachi by 19-09-2022 at 14:30hrs on the specified date. You may also send your tender through registered A/D mail addressed to Dy. General Manager (Handling Agreements), which must reach before the closing date and time mentioned above. Tenders will be opened at 15:00hrs on the same day in the presence of tenderers.

2. Tenders received after stipulated date & time shall not be considered. The corporation will not be responsible for postal delays. The decision of competent authority in this respect shall be final and binding.

PREPARATION OF TENDER

The tender should be enclosed in double cover. The inner cover should be sealed having enclosed the following documents.

- a) The tender duly filled in, signed and sealed.
- b) Undertaking on Rs. 100/- or above non-judicial stamp paper duly signed and stamped by a public notary / oath commissioner.
- d) Reference of tender: **HANDLING AGREEMENT GSE's FOR DOMESTIC AIRPORTS OF PAKISTAN** mark on envelop.
- e) Validity of tender prices must be for 90 days.

The outer cover should bear address of the Dy. General Manager (Handling Agreements), Ground Floor, PIA Head Office Building Karachi Airport, Karachi and reference number of the tender with opening date of tender.

The tender will be considered in-complete if required information is not given therein.

Authorized Signature of the 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 secretary, Manager and Partner etc. or their attorney in case of firm registered under partnership act.
- e) The tender must indicate whether its firm / company / organization is registered anywhere specify the registration number.

PRICES

a) The hiring prices quoted must be net as per accounting unit as shown in the schedule to the tender inclusive of all duties / taxes, parking. However, if GST is applicable, same should be shown separately.

b) The hiring prices mentioned in the tender will be treated as full and final.

c) The prices must be mentioned for each Ground Support Equipment separately both in words and figures in US dollar currency. Additional information, if any must be linked with entries on the Schedule to tender.

d) Bid offer must be valid for 90 days.

ACCEPTANCE OF TENDER

PIA do not pledge themselves to accept the lowest tender having reserve the right to accept or reject any or all tender / quotations, divide business among more than one supplier or accept the tenders at rates on lowest individual items or extend the date of opening with assigned reason.

PREPARATION OF TENDER

The tender should submitted in sealed separately enclosed in one envelop basis.

Each bid shall be comprise in single envelope containing separately, financial and technical proposals.

All bids shall be opened and evaluated in the manner as prescribed in the bidding document.

DURATION OF CONTRACT

Contract will be awarded for a period of one year, extendable for further two terms subject to the satisfactory performance and mutual consent.

TECHNICAL EVALUATION CRITERIA

TECHNICAL EVALUATION CRITERIA

Total marks –100
Qualifying marks – 75

Important Note:

As per PPRA rules and regulations, all the documents/statements submitted by the Firm/Company for its tender are under oath. Any document / statement provided false, misstated, concocted or in correct any time during or after tenders will result into permanent disqualification and black listing of the firm/company/ partners with their names displaced on PPRA website.

Bids having noncompliance of mandatory requirements will not be evaluated.

<u>MANDATORY REQUIREMENTS:</u>				<u>COMPANY COMPLIANCE</u>				
				COMPLIANCE WITH DOCUMENTARY EVIDENCE (REF PAGE NO)		NON COMPLIANCE		
Authorization from Pakistan Civil Aviation Authority to provide Ground Support Equipment to Airlines at Domestic Airports of Pakistan.				-			-	
Provision of Basic Ground Handling Services as per IATA SGHA for narrow bodied and wide bodied aircraft (whichever aircraft is operated)				-			-	
Company must be capable to own sufficient equipment (As per industry practice,.(List of Equipment with specifications and quantity to be provided).				-			-	
Credit Facility availability for 45 days to make payment of hiring GSE's services.				-			-	
Company must have existing set up at atleast four major stations in Pakistan.				-			-	
Company must have the capability to provide GSE's on when and where required basis round the clock and seven days a week.				-			-	
S.No.	Parameters		Marks:	Maximum Marks	Company Compliance	Company Documentary Evidence (Page No.)	Marks Obtained	Status
1	<u>Ground Handling Experience:</u>			10				
	Minimum domestic or international ground handling experience.							
	a	10 Years and more	10					
	b	05-09 years	5					
	c	Less than 5 year	0					
2	<u>Operational Capabilities:</u>			10				
	Company must have sufficient trained/experienced operational staff/officer to handle following flights per week. (Details must be provided).							
	a	500 and above	10					

	b	Less than 499	0					
3	Equipment Capacity:			20				
	Company must have sufficient equipment for handling of at least following simultaneous wide/narrow body flights.							
	a	03 flights (1 wide and 2 narrow body) and above	20					
	b	Less than 3	10					
4	Life of Equipment:			10				
	Company must have its own state of the Art Equipment with following age. (Average Age of all equipment)							
	a	0 to 05 years	10					
	b	More than 05 years	5					
5	Clientele			10				
	How many Airlines are currently in agreement for GSE provision.							
	a	More than 03 clientele	10					
	b	Less than 03 clientele	0					
6	Training & Certification			10				
	Company must have following international accreditation:							
	a	ISAGO, IOSA	10					
	b	non compliance	0					
7	Litigation History			10				Opinion by legal Services
	Litigation history in last 05 Years.							
	a	Litigation or matter decided against company.	0					

	b	Litigation or matter decided in favor of the company.	10				
8	<u>Equipment and operators availability on stations of operation.</u>			10			
	Availability 24x7						
	a	YES	10				
	b	NO	5				
9	<u>Acceptance of SLA with penalties</u>			10			
	Current Ratio: (Proof must be provided)						
	a	SLA with penalties	10				
	b	SLA without penalties	5				
TOTAL				100	Minimum passing marks =75		

FINANCIAL PROPOSAL

FINANCIAL PROPOSAL

Summary:

The bidder must furnish along with bid the breakup of their quote as under:

- Hiring cost of all Ground Support Equipment
- Cost per hour /trip/service must be mentioned
- Govt. Taxes
- Payment terms
- Any hidden charges
- Hiring cost in US dollar.
- US Dollar conversion base for the payment in PKR Prices quoted should be firmed and fixed for the term of the Contract/agreement period Key person for the coordination of financial matters
- Billing process cycle
- If the required above information is not included, the Bid shall be considered as an in-completed Bid

DRAFT AGREEMENT

**IATA STANDARD GROUND HANDLING AGREEMENT
SIMPLIFIED PROCEDURE**

ANNEX B1.0 – LOCATIONS, AGREED SERVICES, FACILITIES AND CHARGES
to the Standard Ground Handling Agreement (SGHA) of January 2018

Between : **PAKISTAN INTERNATIONAL AIRLINES CORPORATION**
Having its Head Office at:
Jinnah International Airport,
Karachi 75200 – Pakistan
(hereinafter referred to as “**PIA**”)

And : **XYZ COMPANY**
Having its Head Office at:

(hereinafter referred to as the “**XYZ**”)

This Annex B1.0 for : **Ground Support Equipment Hiring In Agreement**

For the Location(s) : **ALL** Airports of Pakistan

Valid from : _____, 2022

And Replaces : NEW

PREAMBLE:

This Annex B is prepared in accordance with the simplified procedure whereby the Parties agree that the terms of the Main Agreement and Annex A of the SGHA of January 2018 as published by the International Air Transport Association shall apply to this Annex B as if such terms were repeated here in full. By signing this Annex B, the Parties confirm that they are familiar with the aforementioned Main Agreement and Annex A.

This Agreement is prepared whereby both parties (**XYZ**) is willing to provide Ground Support Equipment (**GSE**) on the availability *basis* to PIA at above locations in Pakistan on the terms & conditions agreed which are as follows:

PARAGRAPH 1. HIRING IN OF GROUND SUPPORT EQUIPMENT:

- 1.1 XYZ is agree to provide **GSE** for all scheduled and non-scheduled flights operating at *all airports in Pakistan*
- 1.2 The hiring of **GSE** shall be made only for own/client's aircraft of **PIA** and will not be hired out to other GHA.

PARAGRAPH 2. HIRING CHARGES:

- 2.1 The charges shall be as per the *attached* standard hiring rates *stations*.
- 2.2 **GSE** once requested shall be charged whether used or kept standby in close vicinity.

PARAGRAPH 3. DURATION, MODIFICATION AND RENEWAL:

- 3.1 The agreed charges shall continue in force for a period of **One (01) year** from the validity date of this agreement. Thereafter, this agreement will be further renewed for similar period based on mutual agreement.

PARAGRAPH 4. SETTLEMENT OF ACCOUNTS:

- 4.1 The settlement of accounts shall be affected on monthly in US \$ or an equivalent amount in Pakistani Rupees at the currency note selling rate of exchange published by the *National Bank of Pakistan* for the last day of the period during which the services were provided. The invoices raised at the end of the month to be cleared by 15th of the subsequent month.
- 4.2 In case any party disagrees with any item(s) in the invoice, it is agreed that payment shall not be withheld in its entirety. The party may hold payment for the disputed item(s) until resolution is reached.

PARAGRAPH 5. TERMINATION OF SERVICES:

- 5.1 This agreement shall continue in force unless terminated by either party by giving sixty days prior notice to the other party.

PARAGRAPH 6. LIABILITY AND INDEMNITY

- 6.1 This agreement shall be subject to Liability and Indemnity clause in accordance with Article 8 of the Main Agreement (AHM810)

PARAGRAPH 7. NOTIFICATION

7.1 In accordance Sub-article 11.3 of the Main Agreement, any notice or communication to be given hereunder shall be addressed to the respective parties as follows:

PIA:	PAKISTAN INTERNATIONAL AIRLINES CORPORATION
Attention:	
	Manager Handling Agreements
Address:	Room No 54, PIA Head Office, Jinnah International Airport
	Karachi 75200 – Pakistan
	Telephone: +92-21-99044403
	Fax: +92-21-99242511
	E-mail: khiwopk@piac.aero Cc: khinzpk@piac.aero
XYZ:	Company Name
Attention:	Concern Person Name
	Designation
Address:	
	Telephone:
	Mob:
	E-mail:
	<u>Cc:</u>

PARAGRAPH 8. GOVERNING LAW:

8.1 The governing law shall be Law of Islamic Republic of Pakistan.

Signed the ___ day of November, 2022 at Islamabad.	Signed the __ day of November, 2022 at Karachi.
for & on behalf of:	for & on behalf of:
Company Name	Pakistan International Airlines Corporation
By _____ Concern Authority Name Concern Authority Designation	By _____ General Manager Airport Customer Services

STANDARD HIRING RATES FOR GROUND SUPPORT EQUIPMENT
BY COMPANY NAME to PIA
EFFECTIVE FROM SEPTEMBER 2022

S.NO	DESCRIPTION	CURRENT RATES IN US DOLLARS
1.	Air Start Unit (W.B A/C)	
2.	Air Start Unit (N.B A/C)	
3.	Air-Conditioning Van (W.B A/C)	
4.	Air-Conditioning Van (N.B A/C)	
5.	Ambulifter	
6.	Baggage Tractor	
7.	Baggage Trolley	
8.	Catering Van	
9.	Conveyor Belt	
10.	Container Dolly	
11.	Forklift (3 Tons)	
12.	Forklift (5 Tons)	
13.	Forklift (10 Tons)	
14.	Ground Power Unit (90KVA)	
15.	Ground Power unit (140KVA)	
16.	High Lift Loader	
17.	Low Deck Loader	
18.	Main Deck Loader (14 Tons)	
19.	Main Deck Loader (30 Tons)	
20.	Passenger Step (W.B A/C)	
21.	Passenger Step (N.B A/C)	
22.	Passenger Bus(Cobus 3000)	
23.	Passenger Bus (Cobus 2400)	
24.	Pallet Dolly (10 Feet)	
25.	Pallet Dolly (20 Feet)	
26.	Pickup	
27.	Push Back (W.B A/C)	
28.	Push Back (N.B A/C)	
S.NO	DESCRIPTION	RATES IN US DOLLARS
29.	Toilet Flush Cart	
30.	Tow Bar	
31.	Towing Tractor (W.B A/C)	
32.	Towing Tractor (N.B A/C)	
33.	Water Cart	
34.	Wheel Chair	

MANPOWER RATES

S.NO	DESCRIPTION	RATES IN US DOLLARS
1.	Skilled Worker	
2.	Semi-Skilled Worker	
3.	Un-Skilled Worker	

TECHNICAL SUPPORT SERVICES

S.NO	DESCRIPTION	RATES IN US DOLLARS
1.	Fire Extinguisher with Operator	
2.	Head Set	
3.	Wheel Chocks	

UNDERTAKING TO EXECUTE CONTRACT

PIA Karachi

Subject: **UNDERTAKING TO EXECUTE CONTRACT**

Dear Sir,

1. We / I, the undersigned tenderer do here by confirm, agree and undertake to do 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 PIA to do so.
3. That all expenses in connection with the preparation and execution of the contract including stamp duty will be boned by us / me.
4. That we / I 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 our / my failure to execute the formal contract within the period of Seven days specified by PIA the Earnest Money held by PIA if applicable shall stand forfeited and we / I shall not question the same.

Tenderer's Signature _____
Name in Full _____
Designation _____
Address: _____

Phone / Fax No. _____
C.N.I.C No. _____

Seal _____
Date _____