

REF: GMP/ /CONT/Cargo/KHI/20

**Sub: HIRING OF TRANSPORT FOR CARGO DUTIES AT APRON AREA AT KARCHI STATION.**

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

\_\_\_\_\_

\_\_\_\_\_

Dear Sirs,

We are pleased to invite your sealed tenders for the item mentioned above. 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:-

**A) SUBMISSION OF TENDER**

1. You are required to send your tenders addressed to General Manager Procurement, PIA Procurement & Logistics Building JIAP Karachi latest by **06-11-2019 at 10:30 hrs.** The tenders may be dropped in the tender box marked as “**Tender Box Commercial Purchases**” placed at the entrance of the PIA Procurement & Logistics Building latest by 10:30 hours on the specified date. You may also send your tenders through registered A/D mail addressed to General Manager Procurement, 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.

2. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays. The decision of Chairman Tender Committee in this respect shall be final and binding.

3. Bidders are required to submit a Pay Order of Rs. 3000/- (Non-Refundable) as tender fees along with Technical Proposal (Local Bidders).

**B) EARNEST MONEY (Local Bidders Only)**

The Tender should be accompanied a Pay Order payable (valid for 90 days from the date of tender opening) equivalent to 2 % of total bid value in the name of M/S PAKISTAN INTERNATIONAL AIRLINES as interest free Earnest Money (Refundable). Earnest Money in shape of pay order or Bank Guarantee / Insurance Guarantee and 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.

**C) SECURITY DEPOSIT (Local Bidders Only)**

The successful tenderer upon award of Contract / Purchase Order will be required to furnish security deposit (Pay Order OR Bank Guarantee / Insurance Guarantee) in the amount equivalent to 5% of total tender value stated in the Letter of Acceptance as interest free Security deposit and to remain valid 3-months after the expiry period of the Contract. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above.

**D) Instruction to Bidder**

**PREPARATION OF TENDER “Single Stage Two Envelope Basis”**

- The BID (Tender) submitted shall comprise of a single package containing two sealed envelopes, each envelope shall be marked and will contain “**TECHNICAL**” and “**FINANCIAL**” proposal.
- On the given tender opening date only “**Technical Proposal**” will be opened in the presence of tenderers available.

- The “Financial Proposal” shall be shown to the parties but will be retained with PIA without being opened.
- After Technical Evaluation of the received Technical Proposals, Financial Proposals will be opened publicly at the date, time & venue to be announced and will be communicated to the bidders in advance.
- PIA will open the “Financial Proposals” publicly of the parties whose Technical Proposals have been found acceptable.
- Financial Proposals of the technically not-acceptable bids shall be remained **un-opened** till the completion of tender process.

### E) PREPARATION OF TENDER - TECHNICAL PROPOSAL:

All mandatory requirements are given in the schedule

Please give all the available technical details of the items offered by you, supported with the technical literature, brochure, drawings and pictures, client list details, authorization certificates etc.

BIDS / Tenders / Technical Proposal received shall be evaluated in accordance with the given technical specifications.

PIA’s requirements with Technical Specifications are given.

Bidders **MUST**:

- Be registered with Sales Tax Authorities, please attach copy of Registration Certificate (Local Bidders Only).
- Quote Rates, GST, and other taxes separately.
- Bid on Prescribed Proforma issued by PIA.
- Affix the company seal on all tender documents.

Mention clearly Tender Reference on **TOP RIGHT CORNER OF PROPERLY SEALED ENVELOPE, BEARING COMPANY’S STAMP**

### F) PREPARATION OF TENDER - FINANCIAL PROPOSAL

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

- a) Schedule “A” duly filled in, signed and sealed.
- b) Original Pay Order or Bank Guarantee for Earnest Money.
- c) Undertaking on Rs. 100/= above non-judicial Stamp Paper duly signed and stamped by a Public Notary Oath Commissioner (Local Bidders Only).
- d) The outer cover should bear address of the General Manager Procurement, PIA P&L Building, Karachi Airport and reference number of the tender with opening date of tender.
- e) All information about the services /material proposed to be supplied must be given as required in the schedule to tender.

### G) PRICES

- a) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order / Contract.
- b) The Prices must be stated both in words and figures. Additional information, if any must be linked with entries on the Schedule to Tender.
- c) Offers must be valid for 90 days.

**H)Duration of Contract**

Contract will be awarded for the period of three (03) years.

Yours truly,

General Manager (Procurement)  
Supply Chain Management  
Tel: 021 - 9904 4423, 9904 3081  
Email: [khijzp@piac.aero](mailto:khijzp@piac.aero)  
[contract.administration@piac.aero](mailto:contract.administration@piac.aero)

---

**DRAFT AGREEMENT**

Base Karachi

This AGREEMENT is made this day of \_\_\_\_\_ 2020 BETWEEN **Pakistan International Airlines Corporation limited** a public limited company existing and operating under the laws of Pakistan and having its head office at PIA Head Office Building, Karachi Airport Karachi. (hereinafter called the “PIA” which expression shall include its administrators, legal representatives and assign) of the one part and **M/S. \_\_\_\_\_** (hereinafter call “CONTRACTOR” which expression shall include his partners, legal representative, heirs, successors and assign) of the Other Part.

THE PIA and the Contractor may individually be referred to as a “party” and collectively be referred to, as “Parties”, respectively, as the context of the Agreement is requires

**WHEREAS PIA** invited tenders to hire vehicle of **2016** model (herein after individually and collectively called the “Vehicle or Vehicles”) for **transportation of CARGO at Apron Area at Karachi Station.**

**WHEREAS** the Contractor has offered the required Vehicles of **2016** or above model to **PIA** as per schedule attached on the terms and conditions appearing herein after at Karachi.

**NOW, THIS DEED WITNESSED AS UNDER**

**ARTICLE 1: TERMS OF THE AGREEMENT**

- 1.1 This Agreement shall be valid for a period of three (03) year commencing from \_\_\_\_\_ and expiring on \_\_\_\_\_
- 1.2 This Agreement may be terminated by either party by giving to the other a notice in writing of three months as provided hereunder without assigning any reason thereof.
- 1.3 Notice in writing for the termination of the Agreement shall be served through Registered A/D post, on the official letter head bearing the signatures and seal of the representatives of the party serving such notice. For the purpose of service of notice, the following shall be official address of the parties.

**PAKISTAN INTERNATIONAL AIRLINE CORPORATION**

PIA Head Office, Karachi Airport, Attention:  
General Manager (PC.) Karachi.  
Copy: General Manager (M.T.)  
PIA Head Office, Karachi Airport, Karachi.

**CONTRACTOR**

Attention: \_\_\_\_\_  
\_\_\_\_\_

1.4 Notwithstanding anything contained herein above, PIA shall have the right to terminate this Agreement forthwith upon written notice through registered post in case of any breach of Agreement by the contractor becomes incapable for performing its obligations.

**ARTICLE 2: SECURITY DEPOSIT**

2.1 Prior to the execution of this Agreement, the Contractor shall deposit Pay Order amounting Rs. \_\_\_\_\_ (in words \_\_\_\_\_) as interest free Security Deposit (which shall be not less than 10% of the total contract value) with Finance Manager (PIA Karachi). The Agreement shall not be enforced if the contractor failed to pay the security deposit within the time stipulated hereof. PIA shall always have lien on this deposit to comply any recovery and amount in case the Contractor fails to comply with any provisions of this Agreement or any extension hereof, PIA will refund the security deposit in full or after making necessary recoveries / adjustment of any liabilities that may have arisen out of this Agreement in addition to any other remedy available to PIA under applicable laws. The Interest Free Security Deposit shall remain with PIA upto 3 months after the termination/expiration of agreement of any extension thereof.

**ARTICLE 3: VARIATION AND AMENDMENT**

3.1 This Agreement shall not be varied, modified, altered, amended or supplemented etc, except by the mutual consent of the parties in writing.

**ARTICLE 4: SCHEDULES / ANNEXES**

4.1 For all intents and purposes, the Schedules/Annexes of this Agreement shall form an integral part of this agreement and the contractor shall comply with and fulfill all the terms and conditions stipulated in such schedules and annexes. Any failure by the contractor to comply with any terms and conditions incorporated in the schedules /annexes shall be deemed as breach of this Agreement.

**ARTICLE 5: CORRESPONDENCE:**

5.1 The Contractor shall not correspond with or approach any officer, authority or person directly or indirectly, whether the staff and officer of PIA or otherwise except the In- Charge MT/General Manager (M.T.)/ General Manager (PC) of PIA regarding any matter arising out of this Agreement.

**ARTICLE 6: SERVICES TO BE PROVIDED BY THE CONTRACTOR**

- In consideration of the payments by PIA under Article 10 hereof, Contractor shall provide the services to PIA at Karachi station for cargo duties at Apron Area.  
Two Toyota Hi-Lux Single Cabin Or Equivalent with container Body model 2016 or above with Apron Pass .

6.2 As and when required in writing by PIA, the Contractor shall either increase or decrease the number of vehicles, as may be determined by PIA in its sole discretion.

- 6.3 An authorized representative of the contractor shall remain available at Karachi apron area during the period of operation of vehicles at the cost of any contractor.
- 6.4 The purchase of fuel, lubricants, spares and payment of wages to the drivers and other staff, maintenance and overhauling and ensuring validity of the insurance in respect of the vehicles provided by the contractor shall be the sole responsibility of the contractor.

### ARTICLE 7: CONDITIONS AND INSPECTION OF THE FLEET

- 7.1 The Ownership of all the vehicles in registration book must be in name of the bidder participating in the tender. Contractor shall maintain the vehicles provided for transportation under this Agreement in fully serviceable, roadworthy and technically sound condition, including without limitation, all its glasses and upholstery in perfect condition. The vehicles shall always be kept in presentable condition by the contractor during the terms of this agreement with their upto dated insurance and taxes etc. and the drivers holding valid Light/ Heavy Transport Vehicles Licenses.
- 7.2 No radio, tape recorder, pressure horn or any musical instrument shall be installed in any vehicle of the Contractor engaged in the performance of service under this Agreement. If any radio, tape recorder, musical instrument or pressure horn is already installed in any vehicle, the same shall be removed by the Contractor forthwith before deployment.
- 7.3 The Contractor shall provide all reasonable opportunities and facilities to Manager Motor Transport of PIA or his authorized representative to inspect or examine the documents, as and when required by him, of any vehicle engaged in performance of services under this Agreement.
- 7.4 The Contractor upon commencement of this Agreement shall produce all the vehicles for inspection and clearance for paying from **In-charge Motor Transport/General Manager (M.T.)** of PIA or his authorized representatives before putting them into operation. No vehicle shall be put into operation without clearance as mentioned herein above Contractor shall be liable to a fine amounting to **Rs. 5000/-** per vehicle for non complying with this clause.
- 7.5 All vehicles/ drivers engaged in the services required from them under this Agreement will always be in possession of original registration paper and LTV/HTV License and other relevant documents etc.
- 7.6 The Contractor will ensure that the drivers and other staff hired by him are disciplined and law abiding citizens of Pakistan. Contractor shall also ensure that van drivers are not changed frequently, resulting in annoyance of the user staff as new drivers likely to be unfamiliar with the area and normal conduct and operations to be followed.
- 7.7 In case, as result of an inspection by In-charge MT/General Manger (M.T.) of PIA or authorized representatives, if any vehicle is found to be unserviceable or the technically or otherwise unsound, the same shall be removed immediately from the fleet and the Contractor shall replace such vehicle with serviceable and technically sound vehicle, upto the mark at no additional cost/ charges etc. Any vehicle so removed from the fleet of the Contractor may be repaired or overhauled and restored to a fully serviceable and technically sound condition by the contractor at his cost. This conduct of the contractor may also be subject to the imposition to penalty and/or fine.

Thereafter, it may be submitted by the Contractor for inspection by In-charge MT/ General Manager (M.T.) of PIA or his authorized representatives and subject to his approval it may be returned to the fleet engaged in the performance of services hereunder.



7.8 If the Contractor shall engage only the vehicles registered and under its ownership otherwise the contractor alone shall be responsible to PIA as real owner of the vehicle.

7.9 Any violation of Article 7 will, inter alia, be dealt with under Article 9 hereof.

### **ARTICLE 8: EMPLOYEES OF THE CONTRACTOR**

8.1 The Contractor hereby undertake that in the performance of services hereunder, he shall faithfully comply with all the applicable Federal, Provincial or Local/Municipal laws including but not limited to the laws pertaining to employment and further undertake to assume entire liabilities for the settlement of any claims resulting from an injury or accident at all times to its employees engaged in the performance of services under this Agreement.

8.2 The drivers and the other employees of the Contractor engaged in the performance of services under this Agreement shall observe satisfactory disciplinary conduct and will come to duty in presentable / clean dress. The drivers shall at all times be in possession of valid Driving License for Heavy/ Light vehicle and shall completely abstain from the consumption of any alcoholic beverage or intoxicating drugs. In case, in the sole opinion of Manager (M.T.) of PIA or his representatives any of these conditions is not met in respect any driver or the employees of Contractor, the Contractor shall replace such driver or employee, if required by In-charge MT/ Manager (M.T.) of PIA. If unlicensed driver is found driving Contractor's vehicle, it shall be treated as a breach of this Agreement.

8.3 The Contractor shall ensure presence of its representative during operation time of his vehicle at Karachi Office failing which he shall be liable for a fine amounting to Rs.2000/= per absence, which may be deducted by PIA from any amount payable by it to the Contractor, whether under this Agreement or otherwise.

8.4 All drivers to be paid not less than Rs.15, 000/- (as minimum wages fixed by the Government) per month for the 08 hours duty and also provided uniform with shoes. They will remain in complete uniform during duty hours.

8.5 If driver will found without wearing proper uniform during operation a fine @Rs.500/per day will be imposed for non compliance.

### **ARTICLE 9 ROUTS & SCHEDULES**

9.1 The correct schedule showing the prescribed pickup/Drop residence and timings shall be supplied by the Transport section of PIA to the Contractor. The Vehicles of the contractor will ply on these routes according to the prescribed schedules and carry employees of PIA to and from their residences duty.

9.2 PIA reserve the right to modify, extend, amend cancel minimize or add any routes as may be prescribed by the In-charge MT /General Manager MT PIA if any required, the contractor shall provide additional vehicle of the same specification for carriage of employees of PIA on the new routes or decrease the number of vehicles as per requirement to PIA.

9.3 The timings and the routes of Pickup/Drop are subject to change at any time according to the requirement of PIA as may be determined by it in its sole discretion from time to time.

### **ARTICLE 10: OBLIGATIONS OF THE CONTRACTOR**

10.1 Distance of existing routes are given in Article 16 however, in case of new routes are introduced or any of the existing routes is extended, a joint survey will be carried out by the representatives of MT section and the contractor to ascertain the actual distance to be covered by the contractual vans.

10.2 The contractor hereby agrees and undertakes that vehicles engaged in the performance of services under this agreement on the prescribed routes shall not deviate from any prescribed route unless instructed either by the In-charge MT/ General Manager MT.

10.3 The contractor hereby agrees and undertakes that while performing services under this agreement the vehicles will pickup and drop only authorized employees of PIA as admitted by the MT Monitor(s) and under no circumstances shall carry any unauthorized passenger not being the employee of PIA. If unauthorized person is found availing transport facility then fine will be imposed @Rs.500/- per person.

**ARTICLE 11: PENALTIES**

11.1 Without prejudice to any other right and remedy, which may be available to PIA, the Contractor shall be liable to be penalized on account of this failure to properly discharge services or obligations under this Agreement. If the Contractor violates any of the provisions of this Agreement or plies a vehicle in contravention of the Agreement or of the tender, he shall be liable to be penalized as under:

- a) If the Contractor violates any of the provisions in contravention of the provisions of the Agreement, he shall be liable to a penalty amounting to Rs.2000/= (Two thousand) per day. All authorized vehicles which have not been approved by the Dy General Manager (M.T.) of PIA or his authorized representatives, if playing shall be dealt with under this clause.
- b) If the Contractor violates any of the terms of the Agreement for which no specific penalty has been provided, he shall be fined upto Rs.2000/= (Rupees two thousand only).
- c) If the Contractor fails to provide a vehicle on a particular route and the employees are picked / drop in PIA transport or in Taxi, the Contractor will be liable to a fine of Rs.3000/- (Rupees Three Thousand only) for such pickup or drop.

11.2 The Contractor agrees that the decision of PIA in respect of any aforesaid penalties or recoveries shall be final and binding upon the Contractor and shall not be called into question in any manner whatsoever.

11.3 The Contractor hereby agrees that PIA shall be entitled to recover the amount of penalty whether imposed under the provision of Article 9 or any other provision of this Agreement from any amount payable by PIA to the Contractor whether, under this Agreement or otherwise.

**ARTICLE 12: PAYMENTS AND BILLING**

12. In consideration of all transportation services provided under this Agreement, the Contractor shall be paid as following formula.

02 Toyota Hilux Single Cabin, (WITH Container Body) Model 2016 or above (with Apron Pass). Diesel or Petrol.	Base Value per Month per vehicle. Rs.....	Total Impact of base Value/per month. Rs.....
--	--	--

Diesel fuel cost = 7,000 KM/8X OGRA Notified fuel cost of the month. Rs.....

Petrol fuel cost =7,000 KM/7X OGRA Notified fuel cost of the month. Rs.....

Rate per month or invited on the basis of average KM per month mentioned in the tender schedule, however payment to the contractor will be made on actual distance (KM) covered by the vehicles duly certified by the user department / In charge Motor Transport



12.2 The bills of the Contractor must be submitted on monthly basis on 2<sup>nd</sup> of each calendar month to Manager Motor Transport of PIA at Karachi station. After certification and approval, payment of the bills shall be arranged by PIA within fifteen (15) days of the submission by the Contractor.

#### **ARTICLE 13: ASSIGNMENT**

13.1 The Contractor shall not submit, transport or assign this Agreement to any party without the prior written permission of PIA. In case the Contractor hires any vehicle fully serviceable, roadworthy and technically sound as per PIA specified models from any sub-contractor, PIA will be fully indemnified by the Contractor against any claim of any nature arising out of such Sub-Contract/Hiring.

#### **ARTICLE 14: INSURANCE INDEMNITY:**

14.1 The Contractor shall at its own cost maintain and keep in force, during the validity of this Agreement or any extension hereof, full/ comprehensive insurance coverage for vehicles, drivers and other staff, employees of PIA travelling on board the Contractor's vehicles and hired parties against any claims, including, but not limited to claims under Workmen Compensation Act, the Fatal Accidents Act and any other Law. For any injury, loss or damage, including death, which may arise from the operation of Contractor vehicles under this Agreement.

14.2 The Contractor shall be solely responsible for and all times keep PIA and / or its employees indemnified and hold harmless against all liabilities, losses, claims, demands, suits, actions and damages, whatsoever arising under any law to any person due to personal injury or death or otherwise whomsoever or any damage to or loss or destruction of any property directly or indirectly arising out of the performance of the contractual obligations by the Contractor, its employees/ agents under this Agreement.

14.3 In case of an accident involving death, personal injury or loss of property any person not being PIA employee and PIA is obligated to settle any claim in this regard, in such event PIA shall be entitled to be reimbursed forthwith by the Contractor, PIA shall further be entitled to recover any amount paid by it in the settlement of any such claim from any amount or amount payable by it to the Contractor whether under this Agreement or otherwise.

14.4 In case the Contractor is required by PIA to ply his vehicle during any riots, disturbances, agitation or public disturbances and as a result of such operations any van(s) of the Contractor used for discharged its obligations is damaged or destroyed, the Contractor shall not be entitled to be reimbursed by PIA for the damage /loss it sustained.

14.5 Neither party shall be liable for any failure / delay in performing their obligations due to any cause beyond control including without limitation fire, act of public, war, rebellion, insurrection, act of God, and act of state.

#### **ARTICLE 15: INSOLVENCY AND BREACH OF CONTRACT**

15.1 Should the Contractor be adjudged insolvent or make or enter into any arrangement for composition with the creditors or be wound up either compulsorily or voluntarily or commit any breach of this Agreement (not herein specifically provided), PIA shall, have the right to declare this agreement terminated forthwith in which case the Contractor shall be liable to the confiscation of the security deposit and to pay the PIA for any extra expenses which it might incur but it shall not be entitled to any gain of compensation from PIA.

#### **ARTICLE 16: GRATUITY, COMMISSION AND GIFTS etc.**

---

16.1 It is understood and agreed that no Broker(s)/ Agent(s) have participated in bringing the parties together or in the negotiations and preparation of this agreement and Contractor hereby warrants that the price of the subject matter if this Agreement hereby has not been enhanced or increased to accommodate directly and / or indirectly any commission of fee to any person or entity whomsoever. Contractor agrees to indemnify and harmless PIA from and against all claims, damages, liabilities charged to or are recoverable from PIA and which arises out of Contractor's action or negotiation with or in respect to Broker(s)/ Agent(s).

16.2 Notwithstanding anything contained hereinabove, in the event that at any future date it is established that such commission and /or fees of any kind have been paid or agreed to be paid in any manner whatsoever by Contractor to any Brokers and Agents or persons or entities whatsoever, such a sum be refundable immediately to PIA without prejudice to any other rights or remedies of PIA and the PIA shall be well within its rights to set-off such sums from any dues that may be payable to the Contractor.

#### **ARTICLE 17: FURTHER ASSURANCE**

17.1 The Contractor agree that it shall, from time to time, do and perform such other and further acts or things and execute and deliver any/ all such other and further agreements and instructions as may be required or reasonably requested by PIA to established, maintain and protect its right and remedies under this Agreement.

#### **ARTICLE 18: RECOVERIES**

18.1 Amongst any sum of money recoverable from the Contractor due to any default under this Agreement or otherwise, PIA shall be entitled to deduct the said recoverable amount from any money due to become due to PIA from the security deposit of the Contractor held by PIA or any bill payable to the Contractor.

#### **ARTICLE 19: APPLICABLE LAW**

19.1 This Agreement shall be governed by the Laws of Islamic Republic of Pakistan.

#### **ARTICLE 20: DISPUTE RESOLUTION**

20.1 If at any question, dispute or difference may arise between the parties under this Agreement, either party may given a reasonable notice to the other party in writing of the existing of such question, dispute or difference specifying its nature and point at issue for conciliation failing which the matter may be referred to Arbitrator nominated by consent of both parties in accordance with provision of Arbitration Act 1940 or any statutory or the re-enactment thereof for the time being enforced. Seat of the arbitration shall be at Karachi and the parties agree to the exclusive jurisdiction of the courts in Karachi.

#### **ARTICLE 21: MICELLANEOUS**

21.1 This Agreement embodies the entire Agreement between the parties and supersedes all prior Agreement, understanding, and undertaking relating to the subject which are valid to the extend not in conflict with terms and conditions of this Agreement. Titles are inserted in this Agreement for the purpose of reference and convenience and no way define, limit or describe the scope or intent of this Agreement and are not to be deemed an integral part thereof.

21.2 The failure of any party at any time to require the performance by the other of any of the terms and provision hereof shall in no way effect the right of that party thereafter to enforce the same nor shall the waiver by either party or any breach of any of the terms or provision hereof taken or held to be waiver of any succeeding breach of any such terms or provision itself.

21.3 This Agreement shall be binding upon and shall insure to the benefit of both parties hereof and their respective successors and assigns provided always that any assignment shall have been made in accordance with the terms of Article 17 hereof.

***IN WITNESS WHEREOF***

The Parties hereinto set their hands  
On the day, month and the year  
Mentioned hereinabove

For and on behalf of Pakistan  
International Airlines Corporation

For and on behalf of

Signature & Seal \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Signature & Seal \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

**WITNESS:**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
N.I.C. \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**WITNESS:**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
N.I.C. \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**Contract Administration Cell  
Procurement & Logistics Department**

TENDER SCHEDULE "A"

TENDER SCHEDULE FOR HIRING OF TRANSPORT FOR CARGO DUTIES AT APRON AREA AT KARCHI STATION.

TYPE OF VEHICLE	QTY	MODEL	AVERAGE KMs/Month	DURATION	RATES PER MONTH / VEHICLE		IMPACT/MO NTH/ VEHICLE	TOTAL IMPACT/MONTH
					Base rate	Fuel charge		
Toyota HiLux Single Cabin, or equivalent (Diesel or Petrol) (with Container body)	02	2016 or Above model	7000/ KM (02 veh)	24hrs				
<b>IMPACT PER MONTH</b>			<b>IMPACT PER YEAR</b>			<b>TOTAL IMPACT FOR THREE YEARS</b>		

- Note:- 1. All Vehicles are in PIA Color Logo, alongwith CAA Passes, Stickers & ASF Apron Entry Passes.  
2. All Drivers are in uniform alongwith CAA Apron Driving Permit and ASF Entry Passes.

**TERMS & CONDITIONS**

1. Toyota HiLux single Cabin or equivalent model 2016 above.
2. All vehicles must be in color as specified by Corporation.
3. Bidder is required to quote for the base rate per vehicle per month clearly indicating the mode of fuel in the tender schedule either petrol or diesel, which shall remain fixed during the contract period whereas payments with respect to the running of vehicle shall be paid as per the following formula:

**For diesel operated vehicle 08km per liter.**

**For petrol operated vehicle 07km per liter.**

**Hilux ----- (Actual Running in KMs / 8 \* OGRA Notified Fuel Rate for the Month)**

**OGRA FUEL RATES FOR THE MONTH OF DEC 2019 IS AS UNDER  
PERTOL Rs. \_\_\_\_\_/- DIESEL Rs. \_\_\_\_\_/- (Announced on Current Month)**

**All prospective bidders are advised to take current month 2019 OGRA rates for fuel calculation, however payments will be made as per the actual of the respective month.**

4. The Contractor / Transporter must provide two pairs of specified uniform annually to his drivers /staff.
5. The drivers must be properly dressed in PIA specified uniform while on duty.
6. All expenses incurred on maintenance / registration / insurance and fuel etc, other liabilities will be born by the contractor.
7. All supervisors /Scheduling staff required for detailing / controlling of vehicles will be Contractor's responsibility.
8. Full trained drivers holding at least 03 years LTV Licenses must be detailed on the vehicles.
9. All vehicles will be inspected by the designated team of Manager MT with written permission / approval at least 07 days prior to deployment of contractual vehicles.
10. Installation of CNG kits in the vehicles is not allowed at any time, if found fine @Rs.3000/-per day will be imposed.
10. All charges like parking fees by City Government or by Cantonment Boards, entry fees and space charges by CAA or other agencies will be paid by the contractor.
11. Office space, telephone, fax computer etc, all fitting fixtures will be of the contractor.
12. The new Contract shall be for Three years.

**Note: Tender not meeting any of the above condition will be rejected by the PIA.**

TENDERER'S SIGNATURE \_\_\_\_\_

FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

**Terms of Reference (TORs) for Hiring Transport Services**

**Mandatory Requirement**

<b>S.No</b>	<b>DESCRIPTIONS</b>	<b>SPECIFICATION</b>
1	Quantity	Two Vehicles
2	Vehicle type	Toyota Hilux Single Cabin
3	Vehicle body	Covered with Container body
4	Model	Diesel 2016 or above
5	Average Km/month	7000 km /month for 02 vehicles
6	Duration	24/7 hrs
7	Permits, CAA, ASF etc	Apron Area Karachi Airport
8	Manpower & other services	Drivers & Complete Maintenance for 24/7hrs



**EVALUATION CRITERIA**

 Total Marks - 100  
 Qualifying Marks - 50

**TRANSPORT SERVICES PROVIDERS.**

All the applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by a Firm/Company for its pre-qualification are under Oath. Any document/statement provided if proved false, mis-stated, concocted, or incorrect proved at any time, during or after Pre-qualification will be resulted into permanent disqualification and black listing of the firm/Company/Partners with their names displayed on PPRA website.

**Particulars of the Company**

Company (complete data required in the pre-qualification documents).

S. No	PARTICULARS	MARKS	
		Allocated Marks	OBTAINED Marks
<b>A</b>	<b>Company Firm Profile</b>		
<b>1.</b>	<b>No of Personnel</b>	<b>15</b>	
i	02 - 20	05	
ii	21 - 30	10	
iii	31 & above	15	
<b>2.</b>	<b>Year of establishment of the firm/Company</b>	<b>15</b>	
i	12 - 23 Months	05	
ii	24 - 35 Months	10	
iii	36 months and above	15	
<b>3.</b>	<b>Relevant Experience in Transport Services</b>	<b>10</b>	
i	01 - 04 Years	05	
ii	05 - 06 Years	07	
iii	More than 06 Years	10	
<b>B.</b>	<b>No. of Current Contracts</b>	<b>10</b>	
i	01 - 04	02	
ii	05 - 06	05	
iii	07 - 10	07	
iv	11 & above	10	
<b>C</b>	<b>FINANCIAL STANDING / STATUS OF FIRM</b>		
<b>1.</b>	<b>Income tax paid during last 03 years (Attach - income Tax Statement/balance sheet / receipt Tax Challans.</b>	<b>20</b>	
I	Income Tax paid under Rs.0.05 million per Year.	10	
li	Income Tax paid Rs.0.05 to Rs.0.10 million per year	15	
lii	Income Tax paid above Rs.0.10 million per year	20	
<b>2.</b>	<b>Average annual Revenue (for the last three years)</b>	<b>15</b>	
i.	Annual Revenue up to Rs.0.5 million	05	
li	Annual turn over Rs.0.5 to 5 million	10	
lii	Annual turn over above Rs.5.0 million	15	
<b>3.</b>	<b>Cash Flow/Bank Balance as per Bank Statement of Firm / Company</b>	<b>15</b>	
i	Minimum funds available less than Rs.0.5 million	08	
ii	Minimum funds available Rs.0.5 to Rs.2.0 million	10	
iii	Minimum funds available above Rs.2.0 million	15	
<b>Grand Total Marks</b>		<b>100</b>	
<b>Result</b>			

**(To be submitted on Rs. 100 Stamp Paper)**

General Manager Procurement  
Procurement & Logistics Division  
Pakistan International Airlines  
Karachi

**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 under stood 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 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 shall fortified and we / I shall not question the same.

Tenderer's Signature \_\_\_\_\_

Name in full \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone / Fax # \_\_\_\_\_  
CNIC \_\_\_\_\_  
Seal \_\_\_\_\_  
Date \_\_\_\_\_