

Tender REF: GMCM/ PEW/JANITORIAL/01/2024

M/s: _____

SUB: **Hiring of Cabin Cleaning/Janitorial Services for PIACL ENGG BKIA Peshawar**

Dear Sir / Madam,

Pakistan International Airlines (PIA) invites “Sealed bids” on “Single Stage Two Envelope Basis” from interested parties for “**Hiring of Cabin Cleaning/Janitorial Services for PIACL ENGG BKIA Peshawar**”

A) SUBMISSION OF TENDER

- B) Bidding documents containing detail terms and conditions, etc. are available electronically and can be downloaded from
- C) PIACL Website <https://www.piac.com.pk/corporate/sales- procurement/tenders>
- D) PPRA Website <https://www.ppra.org.pk/active-tenders>
- E) EPADS-PPRA website <https://www.eprocure.gov.pk> through Supplier Login
- F) Bids should be submitted electronically through EPADS.No bids will entertained if not submitted through EPADS. Submission of bids through EPADS is mandatory as per PPRA instructions.
- G) The bids must be prepared in accordance with the instruction in the bidding documents and must be submitted by **09-10-2024** on/before 10:30 AM. Bids will be opened on the same day at 11:00 AM.
- H) Hard Copies of bids along with Original Bid Security instrument (in addition to EPADS submission) must be submitted to the undersigned before above given deadline.

GM Contract Management Division

1st Floor, Supply Chain Management Department Building, PIACL Head Office

Karachi Airport-75200 Pakistan

Tel: +92-21-99044216 / 5277

E-mail. gm.cm@piac.aero / contract.tech@piac.aero

Website: www.piac.com.pk

I) EARNEST MONEY/BID SECURITY (For Local Bidders Only)

The Tender should be accompanied by a Pay Order equivalent to **300,000 PKR** in the name of M/S PAKISTAN INTERNATIONAL AIRLINES as interest free Earnest Money (Refundable). 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.

J) SECURITY DEPOSIT/ PERFORMANCE GUARANTEE (For Local Bidders Only)

The successful tenders upon award of Contract will be required to furnish security deposit in the amount equivalent to 5% of total base value of the contract as interest free Security deposit in shape of Pay Order / Bank Guarantee. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above.

K) 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 Bidders.
- 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.

L) PREPARATION OF TENDER - TECHNICALPROPOSAL:

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. **(For Local Bidders Only)**.
- Quote Rates inclusive of GST and other taxes.**(For Local Bidders Only)**
- Bid on Prescribed Performa mentioned in RFPs.
- Affix the company seal on all tender documents.
- Bidders are required to submit a Pay Order of Rs. 15,000/- (Not Refundable) as tender fee and earnest money **(200,000 PKR)** along with Technical Proposal **(For Local Bidders Only)**

Mention clearly Tender Reference on **TOP RIGHT CORNER OF PROPERLY SEALED ENVELOPE BEARING COMPANY’S STAMP** and also mention the tender title and reference no as mentioned herewith on the courier service envelope.

M) 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) The outer cover should bear address of the **General Manager Contract Management, PIA SCM Building, Karachi Airport** and reference number of the tender with opening date of tender.
- b) All information about the services /material proposed to be supplied must be given as required in the schedule to tender.

N) 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 180 days.

O) DURATION OF CONTRACT

Duration of contract will be **01 year** from the date of Agreement. At the end of the contractual term, the services may be renewed for successive periods of further **Two terms** of 01 year each on same rates terms and conditions on mutual consent basis subject to satisfactory performance.

Payment Terms

Currency of Payment: throughout the term of contract, all the payments between the two parties shall be in US Dollars or PKR (in case of local bidder) and NTD basis.

Deadline for Submission of Bids:

Bids must be received by PIA at the following address no later than the Date and Time mentioned in the advertisements published in media **(09-10-2024)**. Bids will be opened the same day at the specified time.

Late Bids:

Any bid received by PIA after the bid submission deadline time, for any reason whatsoever, shall be rejected and returned to the bidder.

Opening of Bids:

Pakistan International Airlines will open the bids on the Date and Time mentioned in the advertisements published in media, in **PIA Supply Chain Management Building, near PIA Head Office, Jinnah International Airport, Karachi 75200, Pakistan**. Authorized representatives of the bidders can attend the bid opening.

Preliminary Examination of Bids:

PIA will examine the bids to determine whether they are complete and generally in order.

Prior to the detailed evaluation of bids:

PIA will examine the Bids to determine whether;

- i) The Bid is complete and does not deviate from the scope,
- ii) Any computational errors have been made,
- iii) The documents have been properly signed,
- iv) The Bid is valid till required period,
- v) The Bidder is eligible to Bid and possesses the requisite experience,
- vi) The Bid does not deviate from basic technical requirements and
- vii) The Bids are generally in order.

A bid is likely not to be considered if it is materially and substantially different from the Conditions/Specifications of the Bidding Documents.

Qualification:

In addition to the above, PIA will ascertain to its satisfaction whether bidders, whose bids meet the requirements of Bidding Documents, are qualified to satisfactorily perform the contract. The documentary evidence of the bidder's qualifications and ability to perform the contract if its proposal is accepted shall establish to PIACL's satisfaction.

This will take into account:

- Bidder's financial, technical capabilities and past performance.
- Documentary evidence submitted by the bidder.
- Other information as PIA deems necessary and appropriate.

Deliberations with Bidders:

No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the PIA may seek and accept clarifications to the bid that do not change the substance of the bid.

Any request for clarification in the bid, made by PIA shall invariably be in writing. The response to such request shall also be in writing.

Correction in Bids

In case any arithmetic error is found in the bid, it shall be rectified as follows:

- i)** If there is a discrepancy between the unit price and total price or between subtotals and total price that is obtained by multiplying the unit price and quantity, the unit or subtotal price shall prevail and the total price shall be corrected.
- ii)** If there is a discrepancy between the words and figures the amount in words shall prevail.
- iii)** If the bidder does not accept the corrected amount of bid as determined above, the bid shall be rejected.

Evaluation of Bids

a) All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the prescribed bidding documents.

b) For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

Yours truly,

Iftikhar M. Usmani

GM Contract Management

Supply Chain Management

PIA Head Office, Karachi.

Ph: 021 9904 5277, 9904 4216

Email: gm.cm@piac.aero,

contract.tech@piac.aero

EALUATION CRITERIA

Total Marks – 100

Qualifying Marks – 75

JANITORIAL 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 participation are under Oath.

Any document/statement provided if proved false, concocted, or incorrect proved at any time, during or after Bidding will result into permanent disqualification and black listing of the firm/Company/Partners with their names displayed on PPRA website.

Particulars of the Company

- a. Company (complete data required).
- b. Specific experience: - (similar nature of contracts executed / In-load during the last 5 years) Minimum Value - Rs. 20 million per year.

Sr. No	PARTICULARS	TOTAL MARKS	OBTAINED MARKS
A	PERSONNEL EXPERIENCE WITH Janitorial Hygienic and Janitorial Services and Technical Qualification in this field and employment of the Firm/Company) Since last 1-10 years.		
1	No of Personnel	10	
I	02 - 20	03	
ii	21 - 40	05	
iii	41 - 80	08	
iv	81 & above	10	
2	year of establishment of the firm/Company	10	OBTAINED MARKS
i	12 - 23 Months	03	
ii	24 - 35 Months	05	
iii	36 - 48 Months	07	
iv	49 months and above	10	

3	Relevant Experience in Janitorial Services	05	
i	01 - 02 Years	02	
ii	03 - 04 Years	03	
iii	05- 06 Years	04	
iv	7 and above Years	05	
4	Previous similar experience	05	
i	National Companies	02	
ii	Multinational companies	05	
5	No. of Current contracts of the company (providing 100 workers daily)	10	
i	1 – 4	2	
ii	4 – 6	5	
iii	7 – 10	7	
iv	10 & above	10	
Attach the list along with the contact details of firm / company			
B	DETAILS OF EQUIPMENT		
1	Janitorial Services Capacity Station Based Requirement	05	
i	fulfilling setup requirement	05	
ii	Not fulfilling setup requirement	00	
2	EQUIPMENT	10	
i	Scrubbing Machine, Water sucking Pump, Garbage removing Trolleys , Vacuum Cleaners	5	
iii	Safety Kits, Pressure gun, Double bucket wringer trolleys	2	
iv	Aluminum Stools of different sizes	2	
V	Glass Cleaning wipers, Bamboo Ladders	1	
C	GENERAL HYGIENIC CONDITIONS	05	
i	Satisfied	05	
ii	Not satisfying	00	
D	LITIGATION HISTORY OF THE FIRM	10	
i	No Litigation.	10	
ii	One time litigation	05	
iii	Two and Above time litigation history	0	
E	PENALTY/FINE IMPOSED	05	
i	No penalty	05	
ii	1 penalty	03	
iii	2-3 penalties	02	
iv	4 and above penalties	00	

F	FINANCIAL STANDING / STATUS OF FIRM	10	OBTAINED MARKS
1	Income tax paid during the last 05 years (Attached - audited income Tax. Statement/balance sheet / receipted Tax Challans.		
i	Income Tax paid under Rs.1.0 million per Year.	03	
ii	1.0 to 2.0 million per year	05	
iii	3.0 to 4.0 million	07	
iv	5.0 million and above	10	
2	Average annual turn over (for the last five years)	10	
i	Annual turn over Rs.25.0 million and above (A Class)	10	
ii	Annual turn over Rs.5.0 to 25.0 million (B Class)	7.5	
iii	Annual turn over up to Rs.5.0 million (C Class)	5	
3	Financial standing of the firm / Company	5	
i	Last 03 years net worth statement (duly certified by a Chartered Accounts firm.	2	
ii	minimum funds available Rs.8.0 million- available/not	1.5	
iii	Surety from a bank / credit limit of the firm, available cash balance (5.0 million) is sufficient to cover 3 months expenses, during the contract for next 12 months period.	1.5	
Note: Attested copy of Bank Statement, showing list of one year transaction must be attached.			

PAKISTAN INTERNATIONAL AIRLINES ENGINEERING & MAINTENANCE DEPARTMENT			
<u>MINIMUM MANPOWER - TO BE PROVIDED BY JS CONTRACTOR</u>			
<u>LOCATION:- PIA ENGG & MAINT BKIA A/P PEW</u>			

M A N P O W E R			
------------------------	--	--	--

		REQUIREMENT
S. NO.	CATEGORY	
1	Supervisors	04
2	Cleaners	18
3	Sweepers	08
4	SWEEPRESS	0
5	Drivers	0
6	PUMP OPERATOR	0
TOTAL MANPOWER		30

TERMS OF REFERENCES

- a. The contractor will provide complete Cabin Cleaning at PIA Own Aircrafts and other Airlines Aircrafts in agreement with PIA as per described in (SCHEDULE) as per instructions of Maintenance Manager PIA, Peshawar Airport or any other authorized representative of PIA. The quality and standard of services to be provided by the contractor shall be to the entire satisfaction of PIA. For providing the said complete Cabin Cleaning Services in an effective and satisfactory manner the contractor shall maintain a minimum work force consisting of sufficient number of its employees (as may be directed from time to time) at the premises and which will be in accordance with (SCHEDULE WORK FORCE).
- b. If there is any changes in the existing SCHEDULE of PIA own Aircrafts or 3rd party aircrafts in agreement, the contractor will provide services on those additional Aircrafts without claiming extra charges for that.
- c. Dry / wet cleaning / sweeping and continuous mopping of all areas including toilets of Aircraft / Cabin.
- d. Dry / wet cleaning / sweeping of all areas including toilets with brooms / carpet brush ensuring that these are free from dust, papers and other objects which may otherwise look dirty.
- e. Removing stains and spots from walls, partitions, doors fixtures and decorative articles of Aircraft / Cabin.
- f. Removing waste from all waste baskets and dumping them only at the placed designated for this purpose, all wastage shall be removed from all locations of Aircraft / Cabin and put in specified places at contractor's own cost.
- g. Cleaning of all carpets with vacuum cleaners to ensure removal of stains dust and foot step marks.
- h. Cleaning of all windows pans and doors.
- i. Disposing of all collected rubbish and all other items to the appropriate dustbins.
- j. Contractor will provide proper uniform to its employees for winter and summer seasons as per (SCHEDULE – UNIFORM).
- k. Any other services not described herein but required first rate execution of Cabin Cleaning Services.

