

## INVITATION TO BID

### **Hiring of Transport Services – Non A/C Micro Van Qty. 01 for Engineering Apron Area Islamabad**

(Ref: GMCM/Trnspt (01 Vehicle)/ Engg Apron Area/ISB/01/24)

Pakistan International Airlines Company Limited, the national flag carrier, invites sealed bids from reputed service providers/ firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Hiring of Transport Services – Non A/C Micro Van Qty. 01 for Engineering Apron Area Islamabad.

Bidding documents, containing detailed terms and conditions, etc. are available electronically and can be downloaded from PIA Website [www.piac.com.pk](http://www.piac.com.pk), PPRA Website [www.ppra.org.pk](http://www.ppra.org.pk) as well as from PPRA E-PADS <https://eprocure.gov.pk/#/auth/login>. Bidders need to get registered at E-PADS (PPRA) to access the tender document and other relevant information including electronic bid submission. Price of the bidding documents is **PKR 15,000** (non-refundable) to be submitted through a pay order in the name of PIACL along with technical proposal.

The bids prepared in accordance with the instructions in the bidding documents must be submitted through EPADS on or before **22-01-2025 at 1030 Hrs (PST)**. Bids will be opened on the same day at **11:00 Hrs** through EPADS.

Bidders MUST submit their bids through E-PADS, Manual submission of bid without E-PADS electronic bid is NOT allowed. The original Pay Order for Tender Fee & Bid Security to be submitted with hard copy of Technical Proposal addressed to **GM Contract Management, Supply Chain Management Department, PIA Head Office, Karachi**, as per above mentioned date & time.

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

GM Contract Management  
Supply Chain Management Department,  
PIA Head Office, Karachi.  
Ph: 021 9904 4216, 9904 3081  
E- mail: [gm.cm@piac.aero](mailto:gm.cm@piac.aero), [contract.administration@piac.aero](mailto:contract.administration@piac.aero)

Ref: GMCM/Trnspt (01 Vehicle)/ Engg Apron Area/ISB/01/24

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

\_\_\_\_\_

\_\_\_\_\_

**Sub: Hiring of Transport Services - Non A/C Micro Van Qty. 01 for Engineering Apron Area Islamabad**

Dear Sir/Madam,

We are pleased to invite your sealed tenders for the services/ items listed in the attached schedule (s). In case of more than one schedule separate tender for each schedule should be furnished. The terms & conditions of the tender/services/supplies are given below:-

**A) SUBMISSION OF TENDER**

1. Bidders **MUST** submit their bids through E-PADS, Manual submission of bid without E-PADS electronic bid is **NOT** allowed. The original Pay Order for Tender Fee & Bid Security to be submitted with hard copy of Technical Proposal addressed to GM Contract Management, Supply Chain Management Department, PIA Head Office, Karachi latest by **22-01-2025 till 1030 Hrs**. The hard copy of tenders may be dropped in the tender box marked as “Tender Box Commercial Purchases” placed at the entrance of the PIA Supply Chain Management latest by **10:30 hours** on the specified date. You may also send the hard copy of tenders through registered A/D mail addressed to GM Contact Management, which must reach before the closing date and time mentioned above. Tenders will be opened at **11:00** hours 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.

3. Bidders are required to submit a Pay Order of PKR 15,000/- (Not Refundable) as tender fee along with Technical Proposal.

**B) BID SECURITY (For Local Bidders Only)**

The tender should be accompanied by a Pay Order of PKR 100,000.00 in the name of M/S PAKISTAN INTERNATIONAL AIRLINES as interest free Bid Security (Refundable). Bid Security in any other shape shall not be accepted. Bid Security deposited against a running contract (s) purchase orders(s) shall not be transferable as Bid Security for any other tender. All tenders without Bid Security shall not be considered.

**C) PERFORMANCE GUARANTEE (For Local Bidders Only)**

The successful tenders upon award of Contract will be required to furnish security deposit/ performance guarantee in the amount equivalent to 10% of total base value of one year contract as interest free Security deposit in shape of Pay Order / Bank Guarantee. The Earnest Money/bid security already held can be converted into Security Deposit/Performance guarantee and balance amount if any shall be deposited as above.

**Note:** Bidders must claim their deposit refund (Bid Security/Performance Guarantee) within 180 days of the financial bid opening (if rates are higher side/ disqualified) or completion of contract period/project (in case awarded) or in case of any earlier termination. The time barred CRs (receipts)/refund cases shall not be processed.

**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 **unopened** 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**:

- Original Pay Order for Bid Security/Earnest Money
- Be registered with Sales Tax Authorities; please attach copy of Registration Certificate (Local Bidders Only).
- 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) Quote Rates, GST, and other taxes separately.
- c) Undertaking on PKR 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 Contract Management, PIA SCM 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 180 days.

#### **H) DURATION OF CONTRACT**

This Agreement shall be valid for a period of 01 year, extendable further for two terms on same rates, terms and conditions.

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

Yours truly,

**GM Contract Management**  
**Supply Chain Management**  
**PIA Head Office, Karachi**  
**Tel: 021 - 9904 4216, 9904 3081**  
**Email: [gm.cm@piac.aero](mailto:gm.cm@piac.aero)**  
**[contract.administration@piac.aero](mailto:contract.administration@piac.aero)**

Ref: GMCM/Trnspt (01 Vehicle)/ Engg Apron Area/ISB/01/24

**Hiring of Transport Services – Non A/C Micro Van Qty. 01 for Engineering Apron Area  
Islamabad**

**‘Schedule A’**

**Brand Name (Non A/C Micro Van):** \_\_\_\_\_

| Description/Model                               | Qty | Average<br>KM/<br>Month | Duration | Base Value /<br>Month/Vehic<br>le | Fuel Charges/<br>Month/<br>Vehicle | Total Value /<br>Month/Vehicle |
|---|-----|-------------------------|----------|-----------------------------------|------------------------------------|--------------------------------|
| Non A/C Micro Van<br>Model 2018 or above        | 01  | 6000 km                 | 24/7     |                                   |                                    |                                |
| Total Base Value per month PKR                  |     |                         |          |                                   |                                    |                                |
| Total Base Value per year PKR                   |     |                         |          |                                   |                                    |                                |
| Applicable tax _____ % PKR                      |     |                         |          |                                   |                                    |                                |
| Total Fuel charges per month PKR                |     |                         |          |                                   |                                    |                                |
| Total Fuel Charges per year PKR                 |     |                         |          |                                   |                                    |                                |
| Total Amount for 01 year (Base +Fuel + Tax) PKR |     |                         |          |                                   |                                    |                                |

Ref: GMCM/Trnspt (01 Vehicle)/ Engg Apron Area/ISB/01/24

**Terms of Reference for Hiring Transport Services**

| Sr. No. | Description                        | Specification   |
|---------|------------------------------------|---|
| 1       | <b>Quantity</b>                    | 01  |
| 2       | <b>Vehicle Type</b>                | Non A/C Micro Van   |
| 3       | <b>Vehicle Body of Van</b>         | 13 Seater Micro Van   |
| 5       | <b>Model</b>                       | 2018 or above   |
| 6       | <b>Avg KM/month</b>                | 6000 km   |
| 7       | <b>Duration</b>                    | 24/7  |
| 8       | <b>Permits</b>                     | Engineering Apron Area at Islamabad   |
| 9       | <b>Manpower and Other Services</b> | <ul style="list-style-type: none"> <li>• Drivers</li> <li>• Complete Maintenance 24/7</li> <li>• Walkie Talkie</li> <li>• Emergency Vehicle Revolving Light (Apron Light)</li> <li>• Internal light for night use &amp; for reading.</li> <li>• Maintenance of the vehicles to be carried out by lessor.</li> </ul> |

**Terms & Conditions:**

All participants are required to mention brand name of the vehicle for which rate is quoted.

Quotations are invited with inclusive of all applicable taxes including Provincial Services Tax, etc.

Base value includes drivers' salary, maintenance cost of the vehicles, CAA parking fees/charges and all applicable taxes including provincial services tax, etc.

Base value will be fixed for entire period of contract or (extension to the contract any), however, fuel charges will be paid on actual running basis and will be paid as below calculations.

- **Non -A/c Micro Van \_\_\_\_\_ @ 08 KM/ Liter (diesel) X fuel price notified by OGRA/Finance department for the respective billing month.**
- **Non -A/c Micro Van \_\_\_\_\_ @07 KM/Liter (petrol) X fuel price notified by OGRA/Finance department for the respective billing month.**

All prospective bidders are advised to mention fuel rates notified by OGRA/Finance Department for the first half of the month of December, 2024.

- Petrol PKR 252.10
- Diesel PKR 258.43

Financial comparison of the bidders will be considered on the basis of BASE VALUE quoted by the bidders for the vehicle.

In case, the applicable taxes are not mentioned, tax amount shall be deducted from the base value.

PIACL has the right to increase, decrease the number of vehicles as per its demand or requirement whenever deemed appropriate during the contract period.

Per day base value will be calculated on 30 days basis.

Successful bidder is required to produce the vehicle for inspection within 30 days after issuance of LOI.

In case vehicle is not arranged for inspection, Earnest Money/ bid security will be forfeited and LOI will be withdrawn.

| <b>Hiring of Transport Services (01 Vehicle) for Engineering Apron Area Islamabad</b> |   |                        |                       |
|---|---|------------------------|-----------------------|
| <b>Sr. No</b>   | <b>Evaluation Criteria</b>  | <b>Allocated Marks</b> | <b>Marks Obtained</b> |
| <b>A.</b>   | <b>Company/ Firm Profile</b>  |                        |                       |
| <b>1</b>  | <b>Year of establishment of firm (Registered with any of SECP/Concerned Sales Tax/Revenue Board Authorities)</b>              | <b>10</b>              |                       |
|   | Less than 02 Years  | <b>0</b>               |                       |
|   | Between 03 and 05 Years   | <b>5</b>               |                       |
|   | More than 05 Years  | 10                     |                       |
| <b>2</b>  | <b>No. of Personnel (List with Proof Required)</b>  | <b>10</b>              |                       |
|   | Less than 10  | 0                      |                       |
|   | Between 10 and 25   | 5                      |                       |
|   | More than 25  | 10                     |                       |
| <b>3</b>  | <b>Relevant Experience in Transport in Corporate Services (Proof Required)</b>  | <b>10</b>              |                       |
|   | Less than 02 Years  | 0                      |                       |
|   | Between 03 and 05 Years   | 5                      |                       |
|   | More than 05 Years  | 10                     |                       |
| <b>4</b>  | <b>No of Vehicles in Company Name (copy of documents required)</b>  | <b>15</b>              |                       |
|   | Less than 10  | 5                      |                       |
|   | Between 10 and 20   | 10                     |                       |
|   | More than 20  | 15                     |                       |
| <b>B.</b>   | <b>Number Of The Current Contracts (Proof Required)</b>   | <b>10</b>              |                       |
|   | Less than 05  | 0                      |                       |
|   | Between 05 and 10   | 5                      |                       |
|   | More than 10  | 10                     |                       |
| <b>C.</b>   | <b>Financial standing /status of the firm</b>   |                        |                       |
| <b>1</b>  | <b>Average Annual Income tax paid during last 03 years (attach income tax statement/ balance sheet /receipt tax challans)</b> | <b>15</b>              |                       |
|   | Between Rs. 0.5 million and Rs.1.00 million   | 5                      |                       |
|   | Between Rs. 1.0 million and Rs.2.0 million  | 10                     |                       |
|   | Above 3.0 million   | 15                     |                       |
| <b>2</b>  | <b>Average Annual Revenue (Total Revenue in last Three years / 03)</b>  | <b>15</b>              |                       |
|   | Above Rs. 100 million (A class)   | 15                     |                       |
|   | Between Rs. 50 to 100 million (B class)   | 10                     |                       |
|   | Between Rs. 30 to 50 million (C class)  | 5                      |                       |
| <b>3</b>  | <b>Financial standing of Company (As per Bank Statement of the company, the funds available / balance)</b>                    | <b>15</b>              |                       |
|   | Above Rs. 20.0 million  | 15                     |                       |
|   | Between Rs. 10.0 to 20.0 million  | 10                     |                       |
|   | Less than Rs. 10.0 million  | 5                      |                       |
|   | <b>Grand Total Marks</b>  | <b>100</b>             |                       |
|   | <b>Result (Minimum Qualifying Marks)</b>  | <b>50</b>              |                       |



**DRAFT AGREEMENT**

**Contract for Hiring of Transport Services – Non A/C Micro  
Van for Engineering Apron Area Islamabad**

This AGREEMENT is made on this day ----- BETWEEN **Pakistan International Airlines Corporation Limited (“PIACL”)** a public limited company incorporated and governed under the laws of the Pakistan having its head office at PIA Building, Karachi Airport, Karachi (Hereinafter referred as “PIACL”, which expression shall include the successors, legal representative and permitted assigns).

**And**

M/s ----- (hereinafter referred to as “**CONTRACTOR**” which expression shall include his partners, legal representative, heirs, successors, and assign) of the other part.

The PIACL and the Contractor may individually be referred to as a “Party” and collectively be referred to as “parties” respectively as the context of this agreement requires.

**WHEREAS PIACL** invited tenders to hire Toyota Micro Vans for engineering apron area Islamabad

The vehicle provided by the contractor may individually be referred to as a “**Vehicle**” and collectively be referred to as “**Vehicles**” respectively as the context of this agreement requires.

**WHEREAS** the contractor has offered to provide the required Vehicles, described in the schedule, to PIACL on the terms and conditions appearing herein after.

**Whereas** PIACL has accepted the above Said offer of the contractor being lowest bidder at the stations mentioned herein above.

**NOW, THIS DEED WITNESSTH AS UNDER**

**ARTICLE 1:**  
**SCOPE OF THE AGREEMENT**

1.1 The Contractor shall provide, specified type/model of Non A/c Micro Van described in schedule attached herewith and made an integral part hereof, to PIACL Engineering Apron Area Islamabad.

**ARTICLE 2:**  
**TERMS OF THE AGREEMENT**

2.1 This Agreement shall be valid for a period of 01 year w.e. f ----- and expiring on -----, extendable further for two terms on same rates, terms and conditions.

2.2 This Agreement may be terminated by PIA giving to the other a notice in writing of Ninety Days (90 days) as provided hereunder without assigning any reason thereof.

2.3 Notwithstanding anything contained in this Agreement, PIACL shall have the right to terminate this Agreement forthwith upon written notice which shall be served through Registered post or registered email in case of any breach of Agreement by the Contractor and or any other reason.

**ARTICLE 3:**  
**NOTICES**

3.1 All Notices for the termination of this Agreement shall be served in writing through Registered A/D post OR email, 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**

Attention : General Manager (Contract Management)  
PIA Head Office, Karachi Airport,  
Karachi.  
Email: [gm.cm@piac.aero](mailto:gm.cm@piac.aero)

Copy : Chief Project Officer/In-Charge (M.T)  
PIA Head Office, Karachi Airport,  
Karachi.  
Email: chief project officer@piac.aero

Incharge Motor Transport PIA  
PIA M.T. Building, Karachi  
Email: [Incharge.mt@piac.aero](mailto:Incharge.mt@piac.aero) / [khiotpk@piac.aero](mailto:khiotpk@piac.aero)

**CONTRACTOR**

Attention : Mr. \_\_\_\_\_  
M/s \_\_\_\_\_  
Office: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_

**ARTICLE 4 :**  
**VARIATION AND AMENDMENT**

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

**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 PIACL or otherwise except the DGM MT KHI/ISB, **Chief Project Officer / DC North and General Manager (Contracts Management)** of PIACL regarding any matter arising out of this Agreement.

**ARTICLE-6**  
**CONDITION AND INSPECTION OF NON A/C VEHICLE**

6.1 The Contractor shall be under obligation to arrange and provide fully serviceable, roadworthy and technically sound condition Non A/c Micro van as requisitioned by PIACL of required model/make as described in the attached schedule. The vehicle(s) requisitioned by PIACL shall be provided within 15 Minutes earlier than requisitioned time. Any deviation in this regard shall be treated as breach / violation of the Agreement by the contractor.

6.2 The DC North/DGM MT ISB, and or his nominee(s) shall have right to inspect the vehicle and check the documents of the hired vehicle and their drivers in order to check their validity. **Each driver shall possess the original CNIC & valid HTV/LTV driving license and Apron Passes** during the duty as required by the PIACL. If driver without his original CNIC and or valid driving license and apron pass is found driving vehicles under this Agreement, it shall be treated as breach / violation of this Agreement by the contractor.

6.3 Drivers to be assigned for duties must be well conversant to national language (Urdu) and shall be able to speak and understand Urdu. The driver shall be well aware of the destinations. Any deviation in this regard shall be treated as breach / violation of the Agreement by the contractor.

6.4 All vehicles engaged in the services under this Agreement shall be in possession of original registration documents and other necessary documents etc. Any deviation in this regard shall be treated as breach / violation of the Agreement by the contractor.

#### **ARTICLE-7** **OBLIGATIONS OF THE CONTRACTOR / PENALTIES**

7.1 The Staff/ Chauffeurs / Drivers engaged in the performance of services under this Agreement shall observe satisfactory disciplinary conduct. The chauffeurs/drivers shall at all times be in possession of Original CNIC & valid driving license, if any unlicensed chauffeur /driver is found driving car under this Agreement, shall be treated as a breach of this agreement and a Fine @ Rs. 10,000/- per occurrence shall be imposed on the Contractor. Drivers shall be abstained from consumption of alcoholic beverages, drugs, pan, gutka and such like items etc.

7.2 All expenses incurred on the maintenance, registration, insurance, fuel and any other expenses/ cost arising out of, relating to and /or in connection with the performance of contractual obligations by the contractor under this Agreement shall be borne by the contractor including space charges, parking/ entry fees charged by PCAA or any other fees / charges of other agencies / departments.

7.3 Contractor shall be liable to pay all taxes as may be levied by Federal Government, Provincial Government including provincial Services Tax, PCAA and /or any other local/municipal authority under this agreement or any services performed under this agreement and on vehicles used by contractor under this agreement.

7.4 In case of breakdown of vehicle or malfunctioning of system of any vehicle during operation and/or un-serviceability, a margin of 20 minutes may be given to the contractor for arranging similar alternative arrangement. In case, alternative vehicle arrives after said marginal time then a fine of @Rs. 10,000/- per incident will be imposed upon the contractor in addition to any other penal action which PIACL may take to cure the loss or any damage without limitation described under the provision of this agreement.

7.5 The contractor hereby undertakes that in the performance of the services under this Agreement it shall fully comply with laws pertaining to employment and other matters and further undertakes to assume entire liabilities for the settlement of all claims resulting from and arising out

from any injury or death or accident or otherwise at any time to its employees /agent engaged in the performance of services under this agreement.

7.6 The contractor hereby agrees that PIACL shall be entitled to recover the amount due against it in any manner whatsoever under this agreement from any amount outstanding against and payable by Contractor to PIACL under this agreement.

7.7 Apart from the above, the contractor shall be liable to perform all acts required under the Law and / or otherwise in connection with the provisioning of services under this agreement.

7.8 The drivers must have at least 05 years' experience in the respective field post license and shall be utilized in three (03) shifts pattern with one off and will not perform duty for more than 16 hours in a shift at one time.

7.9 As per requirement, in case of any malfunctioning of vehicle's system, a penalty of Rs.10,000/-per day per vehicle per occurrence will be imposed.

7.10 The contractor shall ensure that following documents of the driver shall be available with driver at all the times of service and upon requirement, it shall be shown by him. Any deviation shall be considered violation of this contract agreement.

- Valid CNIC (Copy)
- Latest Police Verification (Copy)
- Valid Permanent Driving License (Copy)
- Latest Medical fitness certificate (validity will be one year)  
in case of extension fresh medical fitness certificate of drivers are required.
- Apron Pass (copy if required)
- Vehicles Registration documents (Copy)
- Vehicles Insurance documents (Copy)
- Vehicles must be registered on Company/owner name or Bank leased
- Root permit of vehicles
- Fitness certificate of Vehicle of concerned Government authorities.

7.11 The contractor shall be required to provide a list of all his employees, deployed for carrying out obligations of this agreement within 15 days (extendable) of issuance of LOI. In any case, the list shall be provided well before the execution of this Agreement. The Contractor shall be required to register it's all employees with EOBI, Social Security and other authorities as may be required to pay all contributions to EOBI, Social Security and any other authority in respect of its employees as it may be required under the law and original receipts of such contribution paid to the respective authorities must be submitted with monthly bills/invoices which will be returned after verification/payment. Likewise, Salaries for drivers hired by the contractor will be in accordance with minimum wages per month currently set by the Federal / Provincial government for the current / respective year during the contract period.

7.12 Contractor is liable to arrange vehicles and make it operational within the time Limits stipulated in the Letter of Intent (LOI). In case of any delay in arranging of required Vehicles, a penalty of Rs. 10,000/-per vehicle per day will be imposed on the Contractor which will be deducted from the earnest money/bid security and from the monthly bill.

7.13 All Labor laws and rules / regulations pertaining to hiring of drivers/staff will strictly be implemented on the employees hired by the contractor to execute the services under this Agreement. Any violation in this regards shall be deemed as breach of contract.

7.14 Vehicles under this contract agreement must be equipped with First Aid kit & Fire Extinguisher, all other necessary tools and spares of vehicles.

7.15 The Contractor shall be under obligation to provide details of vehicles with pics and its driver, his contact number and copy of his documents to the respective MT representative three hours before pick up time.

7.16 The contractor agrees and accepts that following conditions shall warrant penalty of Rs. 5,000/- per breach / per day, unless cured:

- a) Cleanliness of driver with uniform
- b) Cleanliness of vehicles interior/exterior
- c) Misbehavior of driver
- d) Outlook of Vehicles
- e) Complete Fitness of Vehicles
- f) Double duty of drivers
- g) Drivers found using pan, gutka or busy on mobile phone for longer periods etc
- h) Any item placed in vehicle other than that of belonging to PIA official, like, any bag, woofers etc

Above Penalties shall be in addition to the penalties imposed against breeches and violations of the terms of the agreement.

7.17 Penalty of Rs. 30,000/- per occurrence will be imposed against breach of Clause 5.1 of article 5 of this agreement.

7.18 The contractor shall be liable for penalty of Rs. 10,000/- per vehicle / violation / per day for breach of any clause of Article 6 of this agreement.

#### **ARTICLE 8:** **SECURITY DEPOSIT/ PERFORMANCE GUARANTEE**

8.1 The Contractor has deposited in Cash / Pay Order / Bank Guarantee a sum Rs. \_\_\_\_\_/- as interest free security deposit vide document no. dated..... with Finance Manager Head Office payment PIACL. (This Agreement shall not be executed / enforced if the contractor failed to pay the security deposit at the time stipulated in LOI). PIACL 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, PIACL 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 PIACL under applicable laws. The interest free security deposit shall remain with PIACL up to 03 Months after the termination of agreement or any extension thereof.

#### **ARTICLE 9:** **PAYMENTS AND BILLING**

9.1 In consideration of all transportation services provided under this Agreement, the Contractor shall be entitled to receive payment upon satisfactory performance of its Contractual obligations from PIACL.

9.2 The Contractor shall submit its monthly bill(s) before 2<sup>nd</sup> of next month and payment to it shall be made within **20 days** of the receipt of the bill(s) after proper verification of receipt of services

and after making adjustments of all dues recoverable from the contractor under this agreement and or any other agreement.

9.3 The Contractor shall pay all type of taxes including toll tax, parking fees along with other taxes and duties arising out and or in connection with the services provided by it in the performances of its contractual obligations under this Agreement.

#### **ARTICLE-10** **RECOVERIES**

10.1 Amongst any sum of money recoverable from the contractor due to any default under this Agreement or otherwise PIACL shall be entitled to deduct the said recoverable amount from any money due to or become due to PIACL from the Security deposit of the Contractor held by PIACL or any bill payable to the contractor.

#### **ARTICLE-11** **INSURANCE INDEMNITY:**

11.1 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 PIACL 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 applicable Law. For any injury, loss or damage, including death, which may arise from the operation of Contractor vehicles under this Agreement.

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

11.3 In case the Contractor is required by PIACL to ply its vehicle during any riots, disturbances, agitation or public disturbances and as a result of such operations any vehicles of the Contractor used for discharging its obligations is damaged or destroyed, the Contractor shall not be entitled to be reimbursed by PIACL for the damage / loss its sustained as the same shall be covered by insurance maintained by contractor.

#### **ARTICLE-12** **COORDINATOR:**

12.1 PIACL in its discretion may appoint from its employee's Coordinator(s) at respective stations Airports and / or Motor Transport Officer who will Coordinate with the Contractor and also monitor the transportation services provided by the Contractor. The Contractor shall be under obligation to cooperate with him for smooth and timely provisioning of services under this Agreement.

#### **ARTICLE-13** **NO BROKER:**

13.1 It is understood and agreed that no Broker have participated in the bringing the parties together or in the negotiations and preparation of this agreement and coordinator hereby warrants



that price of the subject matter of 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 hold harmless PIACL from and against all claims, demands, liabilities, damages, losses and judgment which may be suffered by accrued against, charged to or are recoverable from PIACL and which arises out of Contractor's action or negotiations with or in respect to Brokers/Agents.

13.2 Notwithstanding anything contained herein above, in the event that at any future date it is established, that such commission and / or fees of any kind have been made by Contractor to any Brokers and Agents or persons or entitles whatsoever, such a sum shall be refundable immediately to PIACL without prejudice to any other, rights or remedies of PIACL.

#### **ARTICLE-14** **INSOLVENCY AND BREACH OF CONTRACT**

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

#### **ARTICLE-15** **MISCELLANEOUS**

15.1 This Agreement embodies the entire Agreement between the parties and supersedes all prior Agreement, understanding, and undertaking relating to the subject.

15.2 The Contractor warrants that it is a Bonafide and independent legal entity, working in its own name accounts and acknowledges that this Agreement does not confer in any manner whatsoever upon it or any individual employed it, the status of any employee, worker officer agent or advisor of the corporation.

15.3 The Contractor shall not sublet, transfer, or assign this agreement to any other party without the prior written permission of PIACL. **In case of permission, the contractor hires any above-mentioned Non-A/C Micro Van,** fully serviceable, road worthy and technically sound in term of this agreement from any sub-contractor, PIACL will be indemnified by the contractor against any claim of any nature whatsoever arising out of such sub-contractor/ hiring.

15.4 Titles are inserted in this agreement of the purpose of reference and convenience and in no way define, limit or described the scope of intent of this agreement and or not to be deemed an integral part thereof.

15.5 The failure of either party at any time requires thereby requiring it the performance of any term and condition of this Agreement, shall no way effect the right of that party, thereafter, to enforce the same at any subsequent stage.

15.6 If any Law requires that one or both parties of this Agreement register this agreement pursuant to such a Law, the entire cost of such registration shall be borne by the Contractor.

15.7 This agreement shall be binding upon and shall insure to the benefits to both parties hereto, and their respective successors and assigns provided always that any assignment should have been made in accordance with the terms of article hereof.

**ARTICLE-16**  
**GOVERNING LAW & DISPUTE RESOLUTION**

16.1 This Agreement shall be governed and interpreted in accordance with Laws of Pakistan.

16.2 The parties agree & submit themselves to exclusive jurisdiction of the courts at Karachi.

16.3 If at any question, dispute or difference may arise between the parties under this Agreement, either party may give a reasonable notice to the other party in writing of the existence 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 President & CEO PIACL 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-17**  
**FORCE MAJEURE:**

17.1 Except as provided under this agreement neither party shall be liable for any failure or delay in performance other than their obligation if such is caused due to act of public enemy, war rebellion, insurrection, act of God and act of state.

**IN WITNESS WHEREOF** The parties hereinto set their hands on the day, month and the year mentioned herein above.

For and on behalf of  
Pakistan International Airlines Corporation

For and on behalf of  
Contractor

Signature & Seal \_\_\_\_\_

Signature & Seal \_\_\_\_\_

Name \_\_\_\_\_  
Designation \_\_\_\_\_

Name \_\_\_\_\_  
Designation: \_\_\_\_\_

**WITNESS:**

**WITNESS:**

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

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



**INTEGRITY PACT / DISCLOSURE CLAUSE**

**(To be submitted on Company's Letterhead)**

Declaration of Fees, Commissions and Brokerage Etc. Payable by the Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers of Goods, Services & Works\_\_\_\_\_ the Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the Seller / Supplier / Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller / Supplier / Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be void-able at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.

(RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER)

General Manager Contract Management  
Supply Chain Management  
Pakistan Intentional Airlines  
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 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 Bid Security/Earnest Money held by PIA shall stand forfeited and we / I shall not question the same.

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

Name in Full \_\_\_\_\_

Designation \_\_\_\_\_

Address: \_\_\_\_\_

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

C.N.I.C. # \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_