



HIRING OF GROUND TRANSPORTATION SERVICES AT JIAP

REQUEST FOR PROPOSALS



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HIRING OF GROUND TRANSPORTATION SERVICES

DISCLAIMER

The information contained in this document or subsequently provided to Bidders, whether verbally or in documentary form or otherwise by or on behalf of PAA, or any of its employees, is provided to bidders on the terms & conditions set out in this bid document and such other terms and conditions subject to which such information is provided.

This document shall not be considered as an agreement but an invitation by Pakistan PAA to interested parties who are qualified to submit the Bids. The purpose of this document is to provide bidder with information to assist in the formulation of their bidding proposals.

This document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this document and where necessary obtain independent advice.

Pakistan PAA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

The issue of this document does not imply that PAA is bound to select or appoint any bidder for the procurement of services and it reserves the right to reject all or any of the bidders in line with PPRA Rule 33 (Rejection of Bids).

No vehicle belonging to PAA employee shall be utilized by successful bidder for the purpose of subject contract.



REQUEST FOR PROPOSALS HIRING OF GROUND TRANSPORTATION SERVICES

IMPORTANT NOTES

Bidding documents, containing detailed terms and conditions, etc. are available and can be downloaded from PPRA E-PADS V2 website / Portal free of cost. Bidders are required to get registered at E-PADS PPRA V2 (Federal) to access the bidding document and other relevant information including electronic bid submission. Bids must be submitted electronically on PPRA EPADS V2. Original Bid Security must reach at address given below well before closing of tenders (timeline for closing mentioned at Tender Notice) and the Bid Security copy (pay order / bank guarantee) must be attached through EPADS online submission as well before submission Date & Time. **Should the supplier/contractor fails to provide Original Bid Security in hard format before closing date/time of tender or attach the copy at EPADS (in either case), the bids shall be out rightly rejected and shall not be considered for further evaluation.** For information specific to schedules of vehicles , the annexure A and Annexure B of this bidding document may be referred. If there is discrepancy between any data submitted via EPADS and data submitted via bids in hard format, the data at EPADS shall be considered.

Carefully download the bidding document. Review its contents thoroughly. Upload a signed and stamped copy of the entire document without making any changes to the original text. Bidders should only fill in the designated fields. Attach the technical portion, including product specifications and technical literature, to the "technical section" of the bid on EPADS V2. Similarly, attach the financial portion to the "financial section" of the bid. **Copies of the technical/financial may be submitted by the bidders in hard format in separate envelopes marked 'Technical Bid' and 'Financial bid' before closing time of bids.**

Bids that are incomplete or do not adhere to the specified format will not be considered and will be rejected.

Address : OIC Logistics / Logistics Section JIAP Office
Level-6 , Main Terminal Building , Jinnah International Airport Karachi.
021-99071676-77

All interested bidders must register themselves at EPADS VERSION 2 for participation in this tender.

INSTRUCTIONS TO THE BIDDERS

A. DESCRIPTION:

- A1. Pakistan Airports Authority (PAA) invites sealed bids via EPADs (Federal) in accordance with PPRA Rule 36(b) "Single Stage -Two Envelope Procedure" for hiring of Ground Transportation Services for its various offices at Karachi and outside of Karachi for three years. The interested parties fulfilling the requisite criteria may participate.

B. SCOPE OF WORK:

- B1. The contractor shall provide the vehicles as per Annexure-along with drivers at JIAP Karachi and shall be responsible for providing fuel and maintenance services and incurring all direct / indirect costs in respect of the services as described in these documents.
- B2. For all official duties at Karachi, the contractor shall provide technically sound, fully serviceable and road worthy vehicles of approved make & models fitted with trackers per schedule of vehicles at Annexure-A.
- B3. An authorized representative of the contractor shall remain available at designated place within the airport premises during the period of operation of vehicles and on-call on twenty-four (24) hour basis.
- B4. The procurement of fuel, lubricants, spares and payments of wages to the drivers and other staff, maintenance and overhauling and ensuring valid documentation in respect of the vehicles provided by the contractor shall be the sole responsibility of the contractor. The payment of the fuel charges at actual consumption as per OGRA notified rates shall be made to contractor in monthly billing.

C. REQUISITE PROFESSIONAL EXPERIENCE:

- C1. Company profile to be provided in line with Form-A to RFP. Experience of the firm shall be submitted in line with Form-B & Form-C to RFP clearly indicating the requisite information (01 form is to be filled for one contract).
- C2. The firms/ Organizations keen to work must be:
- A registered entity under the laws of Pakistan and shall provide a copy of its letter of incorporation, or other such document, indicating its legal status, as well as any other document showing that it intends to associate, or it has associated with, the other associates who are submitting a joint proposal. In case the Service Provider is a joint venture, letters of incorporation, or other such documents, shall be attached for all associates of the joint venture.
 - Registered with Federal and Provincial Revenue Boards for deduction of applicable taxes.
- C3. Firm / Contractor shall have strong efficiency & discipline mechanism and would be responsible for the conduct of their officials at different offices of PAA at Karachi.

D. BIDDING PROCEDURE:

- D1. Time, date and place for tender opening shall be as per the Notice Inviting Tender.

- D2. Tender shall be submitted electronically via EPADS and Hard copy of Tender duly sealed and signed containing two (02) envelopes, one each for technical and financial proposals and clearly marked as **Technical Proposal** and **Financial Proposal** may be submitted at the Tender seeking office before closing time. Both envelopes shall be placed in one outer envelope and sealed. All the pages of Technical and Financial Proposals shall be duly signed by the authorized signatory. (Hardcopy submission of Bid is optional however the Original Bid Security in hardcopy must be received well before submission deadline, in case non-receipt of Physical / Hardcopy of Bid Security before submission deadline, the bid shall be rejected)
- D3. All amounts should be typed legibly both in figures and words. Arithmetical errors found (if any) will be corrected as follows:
- Where there is a discrepancy between amount in figures and words, the amount in words will prevail.
 - Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will govern.
 - Where there is a discrepancy between prices submitted via Schedule of Prices Form and EPADS Bid Prices, the EPADS Bid Price shall prevail.
- D4. The successful bidder shall furnish a performance security @ 5% of the bid amount of fixed scope of services in the shape of Bank Guarantee on approved format /Pay order/ Demand Draft in favor of **PAA** (with validity of 30 days beyond the period of Contract and any extensions thereon) within 15 working days after the date of acceptance letter. Moreover, the successful bidder shall complete all codal / contractual formalities as communicated within said period. Failure to comply these instructions may result in rejection of the tender and forfeiture of the earnest money.
- D5. Only one bid as per laid down specifications would be acceptable. Alternate bid(s) would not be acceptable.
- D6. The bidder shall be responsible for accuracy, completeness and sufficiency of the bid. The bid prices should be inclusive of all applicable Government/Local Taxes and contract shall be executed with the technically qualified lowest evaluated bidder on stamp duties (on non-judicial stamp papers) @ 0.35% i.e. 35 paise per Rs.100 of the total contract value, or any change therein. Price variation/conditional clause will not be acceptable.
- D7. Conditional bid will not be accepted and is likely to be rejected.
- D8. Sanctity of bids will be observed meticulously. Any bidder found persistently violating bid sanctity either by post-bid correspondence or by revising the terms of bids to the disadvantage of the lowest bidder will be disqualified.
- D9. The Procuring Agency may reject all bids or proposals in accordance with PPRA Rules 2004 No. 33.
- D10. The financial bids received without or short of earnest money will be rejected out rightly and will not be considered for further processing. Earnest money only in shape of Bank draft/pay order from scheduled bank in Pakistan IN FAVOUR OF PAA would be acceptable (SUBJECT TO VERIFICATION).
- D11. The bid shall be valid for a period of 180 days from the date of opening of the tenders.
- D12. The Bid Security/ Earnest Money shall be forfeited and the bid shall be liable to rejection:

- If a bidder breaches the laid down terms, or withdraws its bid during the period of bid validity.
- In case the successful bidder breaches the laid down terms and / or fails to furnish Performance Security as per clause D5.
- If the bidder fails to sign a contract agreement as per clause D5.

D13. The successful bidder shall submit the evidence / proof of Active Tax Payer/ filer with FBR, DUTY and TAXES at the time of submission of BILLS/INVOICES for payment as per directive of Government of Pakistan.

E. TECHNICAL EVALUATION CRITERIA:

E1. TECHNICAL EVALUATION

The bidders shall be Technical Evaluated as per following criteria. The documents required under this evaluation should be provided under Technical Proposal.

1. OVERALL EXPERIENCE					
CRITERIA	*EXPERIENCE IN YEARS	MARKS WEIGHTAGE	MARKS OBTAINED	TOTAL MARKS (Out of 30)	REMARKS
General experience of firm for provisioning of outsource vehicle services (Total Marks: 30)	Last 05 Calendar years (2021-25)	20			Form-B (Attach separate form for each experience. Agreement duration less than 12 months with a particular firm/ client shall not be considered-Attach copies of signed agreements as proof)
	02 point for each additional year over and above the last five calendar years (2021 and earlier), maximum 10 points.				

2. SPECIFIC EXPERIENCE					
CRITERIA	NO. OF CLIENTS	MARKS WEIGHTAGE	MARKS OBTAINED	TOTAL MARKS (Out of 30)	REMARKS
Specific experience for provisioning of vehicles fleet containing 30 vehicles or more in a single contract in last 05 Calendar years (2021-2025) (Total Marks: 30)	01	20			Form-C (Attach separate form for each client along with copies of signed agreements)
	02 point for each additional client, maximum 10 points.				Agreements signed before 2021 shall not be considered)
3. AVERAGE BANK BALANCE					
CRITERIA	*Avg. Bank Balance	MARKS WEIGHTAGE	MARKS OBTAINED	TOTAL MARKS (Out of 10)	REMARKS
Average bank balance in company/ firm's account for the last 06 months. (Total Marks: 10)	3.0 Million	07			Attach bank statement(s) from Jan, 2026 to June, 2026
	01 point for each additional 1.0 million, maximum 03 points.				
4. ANNUAL TURNOVER					
CRITERIA	*Turn Over	MARKS WEIGHTAGE	MARKS OBTAINED	TOTAL MARKS (Out of 30)	REMARKS
Average Annual turnover duly audited by chartered accountant for the last 03 years (Total Marks: 30)	50.0 Million	20			Audited reports of last 03 years
	02 point for each additional 5.0 million, maximum 10 points.				

E2. QUALIFICATION CRITERIA

- E2.1 The bidders scoring at least 70% cumulative score in the Technical Evaluation (Clause E-1 above) shall be declared as “Technically Qualified”.
- *E2.2 The marks shall be awarded on proportionate basis.

E3. FINANCIAL PROPOSAL

Financial Bids will be opened in front of all the technically qualified bidders via EPADS V2, who choose to be present during the bid opening process. Where there is a discrepancy between amount in figures and words, the amount in words shall prevail. The method of Selection will be Quality & Cost Based Selection with a weighting of 70% for Quality and 30% for Cost, calculated as follows:

Quality Score (Qs)

Quality Score shall be calculated as:

$$Qs = \text{Technical Score Obtained} \times 70/100$$

Financial Score (Fs)

Financial Score shall be calculated as:

$$Fs = \text{Lowest Evaluated Bid Price} / \text{Bidder's Evaluated Bid Price} \times 30$$

Final Combined Score Final

$$\text{Score} = Qs + Fs$$

The bidder obtaining the highest Final Combined Score shall be declared the Most Advantageous Bidder.

In case of equal Final Combined Scores, the bidder obtaining the higher Technical Score shall be ranked higher. All scores shall be calculated up to two (02) decimal places.

F. GENERAL TERMS AND CONDITIONS

Following general terms & conditions apply to this RFP:-

- F1.1 PAA reserves the rights to accept or reject the bids in line with provisions of PPRA Rule 33.
- F1.2 Bids are liable to be rejected if they are not conforming to the terms, conditions and specifications stipulated in this RFP.
- F1.3 During the examination, evaluation and comparison of the bids, PAA at its sole discretion may ask the bidders for clarifications of its bid in line with PPRA Rule 31.
- F1.4 The amount submitted as Earnest Money shall be refunded to the technically non-qualified bidders within 15 working days after announcement of technical evaluation results.

PROPOSED CONTRACT

An Agreement Between Pakistan Airports Authority And [Name of the Service Provider] for Hiring of Ground Transportation Services. This Agreement made and entered into as of this [dddd] day of [MMMM,yyyy] between the **Pakistan Airports Authority**, Headquartered at Terminal I, Jinnah International Airport Karachi, represented by Airport Manager JIAP, hereinafter referred to as “PAA,” and **[Name of the**

Service Provider, [Address], represented by [Name, Title of the representative of the Other Party], hereinafter referred to as the “**Service Provider**.” PAA and the Service Provider are also hereinafter referred to individually as a “**Party**” and collectively as the “**Parties**.” **WHEREAS**, the PAA invited sealed bids for “HIRING OF GROUND TRANSPORTATION SERVICES”. **WHEREAS**, the Service Provider has offered to provide the required services on the terms and conditions appearing hereinafter.

G. PARTICULAR TERMS AND CONDITIONS

G1. TERMS OF THE AGREEMENT

- G1.1 This agreement shall be signed for period of three (03) years commencing from the date of signing of the contract extendable to further six (06) months.
- G1.2 The parties have the right to terminate this agreement by giving a three (03) months' notice with mutual consent in writing with assigning the reasons there-of.
- G1.3 Notice in writing for the termination of the agreement shall be served through Registered Post, on the official letterhead bearing the signatures and seal of authorized representatives of the Party serving such notice.
- G1.4 PAA reserves the right to terminate the contract with 01 month advance notice.
- G1.5 PAA reserves the right to increase or decrease the quantity of Deployment of vehicles mentioned in Annexure -A.
- G1.6 Any notice given pursuant to this agreement will be sufficiently given if it is in writing and received by the other party at the following address:
- Pakistan Airports Authority (PAA)**
Attn: Additional Director (E/M),
Jinnah Int'l Airport, Karachi
- [Full name of the Service Provider]**
Attn: [Name of the Service Provider's contact person]
[Service Provider's address]
Email: [Service Provider's email address]
- G1.7 Notwithstanding anything contained herein, PAA shall have the right to terminate this agreement forthwith upon written notice through Registered post in case of any breach of the agreement by the Contractor and / or any other reason and in consequence of which the performance security of the contractor shall be forfeited.
- G1.8 Delivery Schedule of Initial operation: The Contractor shall provide vehicles within thirty (30) days of signing of contract agreement. The contract may be terminated and securities be forfeited in case the contractor fails to do so. Alternatively, PAA shall have the right to impose liquidated damages at the rate of per day hiring charges of the un-supplied vehicles or any part thereof. Subsequently, other penalties will be applicable.
- G1.9 If performance of any vehicle is found unsatisfactory at any time during the contract, the contractor shall replace it within 07 calendar days upon receiving written instructions to do so without any additional cost to PAA.
- G1.10 The contractor shall keep the Performance Security (@five percent 5% of bid amount of fixed scope of services) valid until 30 days beyond the period of contract and any extensions thereon.
- G1.11 The contractor shall have no claim against the PAA in respect of accrued interest on performance security(if in the form of pay order/DD).

G1.12 PAA shall always have lien on this Performance Security to ensure any recovery of penalty amount in case the Contractor fails to comply with any provision of the Contract Agreement.

G1.13 On satisfactory performance of the contract, the Performance Security shall be returned to the contractor either in full or after making necessary recoveries / adjustments of any penalties / liabilities that may have arisen out of the contract agreement.

G2. VARIATION / AMENDMENT

G2.1 Post bidding, the terms and conditions of this document shall not be varied, modified, altered, amended or supplemented etc. except by the mutual consent of both parties in writing before contract agreement and following applicable rules & regulations.

G3. SCHEDULES / ANNEXES

G3.1 For all intents and purposes, this document and its Forms / Schedules / Annexes shall form an integral part of the Contract Agreement and the Contractor shall comply with and fulfil all the terms and conditions stipulated herein. Any failure by the Contractor to comply with any terms and conditions incorporated in these documents shall be deemed as a breach of the contract agreement.

G4. SCOPE OF SERVICES / DUTIES

G4.1 The contractor shall provide the vehicles as per Annexure-A along with drivers at JIAP Karachi.

G4.2 In consideration of the payments by PAA under clause G9 hereof, the Contractor shall provide the services to perform his duties at designated PAA locations as applicable thereof.

G4.3 For all official duties at Karachi, the contractor shall provide technically sound, fully serviceable and road worthy vehicles of approved make & models fitted with tracker as per Schedule of Vehicles at Annexure-A.

G4.4 An authorized representative of the Contractor shall remain available at designated place during the period of operation of vehicles and on-call on twenty-four (24) hours basis.

G4.5 Ensuring schedule as well as breakdown maintenance of vehicles, payments of wages to the drivers and other staff and documentation in compliance to Govt. Rules and Regulations of the time in force in respect of vehicles provided under this contract shall be sole responsibility of the Contractor.

G4.6 As and when required, at any time before or during the period of Contract, the PAA may require the Contractor to increase / decrease the number of vehicles, and that in such case the payments shall be made on the basis of unit rate (monthly fixed price) of the vehicles quoted by the Contractor in the BOQ at Annexure-A.

G5. SERVICEABILITY AND INSPECTION OF FLEET

G5.1 The Contractor shall keep the vehicles provided under this agreement in presentable condition and the drivers holding valid motor car / heavy transport license as applicable. All vehicles shall clearly bear the inscription “**CONTRACT VEHICLE**” with PAA logo of approved colour schemes in the form of removable stickers.

G5.2 No musical instrument except built in Radio/Tape shall be installed in any vehicle by the Contractor engaged in the performance of duties. All vehicles shall be equipped with proper seat belt arrangements for passengers and drivers. The drivers shall comply and ensure to follow all instructions for safety and security of passengers.

G5.3 The contractor shall be fully responsible for any loss or damage to the vehicle and also liable to pay full compensation for any injury or any other loss to passengers.

G5.4 The Contractor shall provide all reasonable opportunities to PAA authorized representative to inspect or examine the documents as and when required by him of any vehicle engaged in the performance of duties.

G5.5 All vehicles engaged in the services shall be having all essential tools (e.g. standard maintenance kit etc.) and documents (e.g. original registration papers etc.) on board. Likewise all drivers should be in possession of valid driving license applicable to the vehicle under use.

G5.6 The Contractor shall ensure that the drivers and the other staff employed by him have clean police / traffic record, disciplined and law-abiding nationals of Pakistan. He shall also ensure that the drivers are not changed frequently.

G5.7 In case, as a result of any regular or surprise inspection by AdID ES E/M JIAP or his authorized representative(s), any vehicle is found to be unserviceable or technically or otherwise unsound, the contractor shall be liable to penalty or penalties as decided by AdID ES E/M JIAP. Further, such vehicle(s) shall be removed immediately from the fleet and the contractor shall replace such vehicle with serviceable, presentable and technically sound vehicle at his risk & cost 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 own risk & costs. Thereafter, it may be produced by the Contractor for inspection of AdID ES E/M JIAP or his authorized representative and subject to his approval for return to the fleet and engagement in the performance of duties.

G5.8 If the Contractor engages a vehicle for the services hereunder of which he is not the owner, he alone shall be responsible to PAA, as real owner of such vehicle.

G6. EMPLOYEES OF THE CONTRACTOR

G6.1 The Contractor hereby undertakes that in the performance of the duties / services hereunder he shall faithfully comply with all the applicable Federal, Provincial and Municipal laws / rules pertaining to employment i.e. EOBI Social Security, Compulsory Group Life Insurance, Adherence to labour laws etc and other matter and further undertakes to assume entire liability for settlement of any claims resulting from an injury or accident at any time to or by its employees engaged in the performance of duties under the agreement. It shall be responsibility of the contractor to ensure that the skilled drivers having valid HTV/ LTV / Motor Car license (as applicable) are provided to the PAA who are physically fit and also provide a fitness certificates from registered medical officer. It is mandatory for the contractor to ensure the security clearance and police verification in respect of his drivers / staff for any other criminal activities in time.

REVISION OF MINIMUM WAGES RATES; -

G6.2 Contractor shall be solely responsible for payment of wages / salaries and other benefits / allowance to his personnel that might become applicable during the contract under any Act or Order of the Govt. of Pakistan. Price adjustment shall be allowed for revision of minimum wage

rates by the Federal Government Such adjustment shall be implemented from the effective date of revision of minimum wages duly notified by the concerned department .The contractor may claim the financial difference against each such employee who was drawing salary less than the latest revised minimum wages rate prior to issuance of such notification. The amount to be claimed by the Contractor against such individual employee shall be calculated as follows;-

Price Adjustment = Revised Minimum Wages - Existing salary of the Employee

Total price Adjustment for a month to be claimed by the contractor shall be equal to the arithmetic sum of price adjustment for individual employees whose salaries are required to be increased after issuance of revised minimum wage rate. PAA shall process the claim of Contractor after verification/ validation of documentary evidence in respect of all such individuals.

Note:- No increase / Price adjustment shall be allowed for such employees who were already drawing a salary equal to or greater than the revised minimum wage rate.

G6.3 The payment of the salaries to the drivers should be made latest by 10th of every month as per the minimum wages notified by Federal Government from time to time. The salary of the drivers should be made through bank. PAA reserves the right to require proof for payment of salary to the drivers as and when required.

G6.4 The drivers and other employees of Contractor engaged in the performance of duties / services under this Agreement shall observe strict disciplinary conduct and shall perform the duty in presentable clean uniform as prescribed by PAA. The drivers shall at all times be in possession of valid Driving License for Heavy / Light vehicle / Motor Car and shall completely abstain from the consumption of any alcoholic beverages or intoxicating drugs. In case, in the sole opinion of AdID ES E/M JIAP Or his authorized representative any of these conditions are noted in respect of any driver or the employees of Contractor, the Contractor shall replace such driver or other employee required by AdID ES E/M JIAP . If an unlicensed driver is found driving contractor's vehicle it shall be treated as a breach of the Agreement.

G6.5 The Contractor shall ensure presence of his representative(s) during operational time of his vehicles at designated places, failing which he shall be liable for a fine @ per day wage of the representative or as determined by PAA which may be deducted from any amount payable by it to the Contractor whether under this Agreement or otherwise.

G6.6 Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Federal Govt.

G6.7 The contractor shall also be responsible for theft, burglary, fire, accidents, traffic rule violations or any other unlawful acts/deeds by his staff / drivers

G6.8 The drivers' duty hours shall not exceed as mentioned relevant labour laws.

G6.9 The drivers should be adequately informed and trained not to use cell phones during driving.

G6.10 Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

G6.11 The contractor must pay a minimum wage of Rs. 45,000/- (subject to revision by the government) to all drivers. In case of extra duties , additional amount will be paid to the drivers as per applicable government labor laws. Extra duties shall be counted as time exceeding 9 hours per day or 48 hours/week.

G7. METER READING

G7.1. Counting of distance of a vehicle setting out for an assignment will be through odometer and car tracking system of the vehicle from the starting point of the vehicle and closing at the normal parking position. The starting point shall be MT Pool JIAP.

G7.2. The drivers of the vehicle will maintain Log Sheets, which will be supplied by the contractor. The entries in the logbook shall be got certified by the nominated PAA officer himself.

G7.3. PAA reserves the right to get the meter calibrated or checked at any time at its sole discretion and cost. In the event of any error/fault in the meter being noticed, the bill for the vehicle would be adjusted, besides any other penal action as decided by PAA.

G7.4. The discrepancies in / tampering of meter reading, vehicle usage timings, overwriting of log sheet, and other such acts shall be penalized at Rs. 2,000/- and any losses of PAA shall be recovered in complete.

G7.5 For vehicles demanded on as and when required basis, the meter shall also be noted as per Clause G7.1 above. However, per day charges shall be applicable and usage mileage shall be fixed at 150 KMs per day. The contractor shall provide route details recorded on car tracking system as and when required by PAA.

G8. PENALTIES

G8.1 Without prejudice to any other right and remedy which may be available to PAA, the Contractor shall be liable to the following penalties on account of his failure to properly discharge / perform obligations or services.

- a) In case of breach of any conditions of the contract the contractor shall be liable to a penalty of up to Rs. 10,000/- (Rupees Ten Thousand Only) per violation.
- b) In case of excess cost due to hiring of Vehicle from the market in the event of Contractor failing to provide contracted vehicles, PAA shall make deductions at double the rate of market hiring rate.
- c) In case of un-serviceability or technical problem with any vehicle, the contractor can provide an alternative vehicle of equivalent or above status/make/model, in lieu of the assigned vehicle temporarily within 1 hour notice. But the payment will be released according to the contracted rates to the contractor. A penalty of Rs.5,000/- per case per day shall be imposed on the contractor in case of failure to do so.
- d) The driver shall not leave the office / duty place without permission and shall not do any private work other than the normal duties. If the driver is found to be absent from the office, it will be taken as non-availability of the vehicle and the Contractor shall be liable to pay a penalty of Rs. 5,000 per occurrence.
- e) The Contractor upon award of tender shall produce all the vehicles for regular service inspection and clearance of each vehicle specially before putting them into operation. No

vehicle shall be put into operation without clearance and the Contractor shall be liable to a fine of Rs. 5,000/- per vehicle per day for non-compliance.

- f) If the AC system of a vehicle is not giving proper cooling, a penalty of Rs. 2000/- per day will be imposed.
- g) If a driver performs duty without uniform a penalty of Rs. 2000/day/individual shall be imposed.
- h) If a driver performs duty without valid driving license, a penalty of Rs. 2000/day/individual.
- i) If a driver misconducts at site, a penalty of Rs. 10000/day/individual shall be imposed.
- j) If a driver commits unsafe working / driving practice, a penalty of Rs. 5000/event shall be imposed.
- k) PAA shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paragraphs.
- l) Any other offense not listed above , PAA may impose penalty Rs. 2000 up to Rs. 10000/ offense depending upon the severity of offense or the extent to which operations suffer.
- m) The Contractor agrees that the decision of PAA in respect of any of the aforesaid penalties shall be final.

G9. PAYMENT AND BILLINGS

G9.1 In consideration of all transportation services provided under this Agreement, the Contractor shall be entitled to receive payment from PAA as per attached Schedule of Vehicles (Annexure-A) and Fuel Charges as per attached working formula (Annexure-B). However, the unit / total charges of the fuel shall be calculated on the basis of OGRA's notification of Fuel prices of the time being in force.

G9.2 The bills of the Contractor shall be submitted on monthly basis by 05th of each proceeding calendar month to respective Motor Transport Officer (MTO) of PAA. After certification and approval, payment of the bills shall be arranged by PAA within fifteen (30) days of the submission by the Contractor. The payment shall be made through Crossed Cheque after deducting all penalties, applicable taxes & duties etc except SST (not applicable to PAA)

G9.3 Payment against vehicles demanded on as and when required basis shall only be made if the vehicle is used actually on a particular date and for a particular task. For vehicle required on as and when required basis, an email shall be forwarded by MTO JIAP at given email address of contractor clearly mentioning type of vehicle required in line with scope of work of contractor. The contractor shall ensure provisioning of vehicle within 01 Hour after receipt of email or phone call in case of emergency as the case may be. Time for deployment of vehicles on as and when required basis would be 24/7. Request for vehicle may be raised at any time. Time of vehicle shall be started when actually received in MT Pool JIAP.

G9.4 For as and when required vehicles, signature/ verification of user is mandatory for processing of payment.

G9.5 For as and when required vehicles, timely deployment of vehicle at designated duty / place is mandatory else no payment shall be made and necessary penal action shall be taken as per contract.

G10. ASSIGNMENT

G10.1 The Contractor having been selected on merit, shall not sublet, transfer or assign this Agreement to any other party. In case the Contractor hires any vehicle fully serviceable roadworthy & technically sound as per PAA specified models from any other merit, PAA shall be fully indemnified and held harmless by the Contractor himself.

G11. INSURANCE AND INDEMNITY

G11.1 The Contractor shall be solely liable for and shall at all times keep PAA and / or its employees indemnified and hold harmless against all liabilities, losses, claims, suits, action and damage to or loss or destruction of any property directly or indirectly arising out of the performance of contractual obligations / duties by the Contractor, or his employees under this Agreement.

G11.2 In case an accident occurs involving death, personal injury or loss of property to any person not being PAA employee and PAA is required to settle any claim in this regard, PAA shall be entitled to be reimbursed forthwith by the Contractor and 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.

G12. INSOLVENCY AND BREACH OF CONTRACT

G12.1 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), PAA shall have the right to declare this Agreement terminated forthwith in which case the Contractor shall be liable for encashment of Performance Security, confiscation of any moveable assets held with PAA, withholding of unpaid bills, and to pay the PAA for any extra expenses, which it might incur but he shall not be entitled to any gain or compensation from PAA.

G13. COMMISSION AND GIFT ETC

G13.1 Any act of bribe, commission, gift or advantage given by or on behalf of the Contractor to any representative of PAA relating to or for obtaining the execution of this Agreement with PAA for showing or forbearing to show favour or disfavour to any person in relation to this Agreement, the Contractor shall be subjected to the penal actions under the law / rules and provisions of this Agreement.

G13.2 It is understood and agreed that no broker (s) or agent (s) have participated in bringing the parties together or in the negotiations and / or preparation of this Agreement and the Contractor hereby warrants that price of the subject matter of this Agreement hereof has not been enhanced or increased or accommodated directly and / or indirectly including any commission or fees to any person or entity whosoever. The Contractor agrees to indemnify and hold harmless PAA against all claims, demands, liability, and charges to or is recoverable from PAA and which arises out of Contractor's actions or negotiations with or in respect of Broker (s) or Agent (s).

G13.3 Notwithstanding anything contained herein above, if 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 the Contractor to any brokers or agents, persons or entities whatsoever, such sums shall be refundable immediately to PAA without prejudice to any other right or remedies of PAA and PAA shall be well within its rights to set-off such sums from any due amount that may be payable to the Contractor.

G13.4 Integrity pact certificate is required to be signed by the Contractor whenever total agreement value is exceeding Rs. 10.00 million.

G14. FURTHER ASSURANCE

G14.1 The Contractor agrees that he shall, from time to time, do perform such other and further acts or things and execute and deliver any / all such other and further agreements and instruments, as may be required by PAA to establish, maintain and protect its right and remedies under this Agreement.

G15. FORCE MAJEURE

G15.1 No party shall be liable for any failure / delay in performing their obligations due to any cause beyond reasonable control including without limitation, fire, act of public outrage, enemy, war, rebellion, insurrection, fire accident, and act of God.

G16. RECOVERIES

G16.1 In case any sum or money is recoverable from the Contractor due to any default on his part under this Agreement or any other agreement with PAA, PAA shall be entitled to deduct the said amount from any money due or to become due on part of PAA from any securities or payments of the Contractor held by PAA.

G17. MISCELLANEOUS

G17.1 The failure or oversight of either party at any time to require the performance by the other of any of the terms and provisions hereof shall in no way affect the right of that party thereafter to enforce the same, nor shall the waiver by either party or any breach of any such terms or provisions hereof be taken or held to be waiver of any succeeding breach any such terms or provisions itself.

G17.2 This Agreement shall be binding upon and shall ensure to the benefit of both parties hereto and their respective successors and assigns, provided always that any assignment shall have been made in accordance with the terms of clause G12 hereof.

G18. SETTLEMENT OF DISPUTES

G18.1 In case of any difference or dispute arising between PAA and contractor in respect of the interpretation, conduct or performance of any terms & conditions of this contract, the same shall be referred to DG PAA for decision, which shall be final and binding upon both the parties to this contract.

G19. SPECIAL CONDITIONS — HEALTH, HYGIENE & SAFETY

G19.1 The vehicles shall be maintained in clean and hygienic conditions. These shall be manned by healthy and clean drivers who shall be dressed in neat and presentable uniforms. The drivers are to ensure good driving practices keeping in view the safety of the occupants & the vehicles.

G19.2 PAA monogram and other required / approved sinology etc. on the vehicles shall be provided on each vehicle by the contractor.

G20. DEPLOYMENT OF ALTERNATE VEHICLES

G20.1 Whenever, any contracted vehicle is not available in the market an alternate Vehicle may be offered which should be of same or of higher quality, capacity and engine power; however, induction of an alternate vehicle shall be subject to acceptance by the AdID ES E/M JIAP or his authorized representative to suit PAA requirements.

G21. LAW GOVERNING

G21.1 The law of Pakistan shall govern this contract.



REQUEST FOR PROPOSALS
HIRING OF GROUND TRANSPORTATION SERVICES

Form-A

COMPANY / FIRM PROFILE

Photograph of the
tenderer /
authorized
signatory

TITLE & REFERENCE NO. OF TENDER: _____

BID SUBMISSION DATE: _____

1. Name of Firm: _____
 - a. Full address of registered office with telephone & fax numbers, email address and website:

 - b. Full addresses of operating / branch offices with telephone & fax numbers:
 - i) _____
 - ii) _____
 - iii) _____
2. Type of Firm: _____
(Proprietorship / partnership or registered company / firm)
3. Name of Proprietor / Director of company / firm): _____
4. Addresses of existing clients of the firm with phone & fax numbers, number of vehicles provided and amount and duration of contracts:
 - i) _____
 - ii) _____
 - iii) _____
5. Authorized Representatives of the firm: -----
6. Additional information:

Date:

Signature of authorized person
Seal (Name, Designation)



REQUEST FOR PROPOSALS
HIRING OF GROUND TRANSPORTATION SERVICES

Form-B

TOTAL EXPERIENCE OVER LAST 05 YEARS

Overall experience of the firm for provisioning of outsource vehicle services (use 01 form for 01 contract/ work)

[Name of the bidding firm]

1. Name of the work/ services
2. Name of the client
3. Address and phone number of client
4. Contract period (From date/month/year to date/month/year)
5. No. of vehicles provided
6. No. of drivers provided
7. Approximate value of the contract per annum

Date:

Signature of authorized person
Seal (Name, Designation)



REQUEST FOR PROPOSALS

HIRING OF GROUND TRANSPORTATION SERVICES

Form-C

SPECIFIC EXPERIENCE OF THE FIRM

Specific experience for provisioning of 30 or more vehicles in a single contract during the last 05 years (use 01 form for 01 contract/ work).

[Name of the bidding firm]

1. Name of the work/ services
2. Name of the client
3. Address and phone number of client
4. Contract period (From date/month/year to date/month/year)
5. No. of vehicles provided
6. No. of drivers provided
7. Approximate value of the contract per annum

Date:

Signature of authorized person
Seal (Name, Designation)



REQUEST FOR PROPOSAL
HIRING OF GROUND TRANSPORTATION SERVICES