Standard Bidding Document

ACQUISITION OF LATEST VERSION QMS ISO 9001 CERTIFICATION FOR CIVIL AVIATION TRAINING INSTITUTE HYDERABAD THROUGH CERTIFICATION BODY
(Non-Consultancy Services)

National

Single Stage-One Envelope

April 21, 2026

Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA)),Joint Director
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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA))** has reserved Funds for the procurement planned for FY **2025-26**. The **Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the " **ACQUISITION OF LATEST VERSION QMS ISO 9001 CERTIFICATION FOR CIVIL AVIATION TRAINING INSTITUTE HYDERABAD THROUGH CERTIFICATION BODY**"

2. The **Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-One Envelope**Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)**Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Documentin the form of **Pay Order, Demand Draft** or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://vendors.epads.gov.pk/**.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0**on or before **Monday, May 11, 2026 12:00 PM**. E-bids will be opened on the same day at **Monday, May 11, 2026 12:30 PM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of**EPADS v2.0,** may register themselves on **https://vendors.epads.gov.pk/**. A tutorial to

explain the registration process is available at **https://www.youtube.com/watch?v=MNW6T38v7tc**

7. In terms of Rules 48of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's websiteand also available on **EPADS v2.0** as well as Authority's website at (**www.ppra.org.pk**).

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Instructions to Bidders

A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-One Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. **Fraud & Corruption**

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. **Eligible Bidders**

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severely liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

1. **Contents of Standard Bidding Document**

1.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued in accordance with **ITB 6.1** include:

Section I -Invitation to Bid
Section II Instructions to Bidders (ITB)
Section III Bid Data Sheet (BDS)
Section IV Eligible Countries
Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section VI Bidding Forms
Section VII Fraud & Corruption
Section VIII – Material & Non-material deviation
Section IX General Conditions of Contract (GCC)
Section X Special Conditions of Contract (SCC)
Section XI Contract Forms

1.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider’s risk and may result in the rejection of his bids.

2. **Clarifications**

2.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

2.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

2.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 8 .**

2.4. If indicated **in the BDS**, the bidder’s designated representative is invited at the bidder’s cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

2.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agencyexclusively through the use of an Addendum pursuant to **ITB 8** .

2.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.
No change in the prices or substance of the bid shall be sought, offered, or permitted.
The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

2.6.1. evaluation & qualification criteria;

2.6.2. required scope of work or specifications;

2.6.3. all securities requirements;

2.6.4. tax requirements;

2.6.5. terms and conditions of bidding documents; and

2.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

3. **Amendment of Bidding documents**

3.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

3.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document pursuant to **ITB 8 .1** shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

3.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

1. Documents Constituting the Bids

1.1. The bids prepared by the bidders shall constitute the following components: -

1.1.1. Forms of bid and Bid Prices completed in accordance with ITB 10 and 11;

1.1.2. Documentary evidence established in accordance with ITB 8 that services to be provided by the bidder are eligible services, and conform to the bidding documents;

1.1.3. Documentary evidence established in accordance with ITB 9 that the bidder is eligible and/or qualified for the subject bidding process;

1.1.4. Documentary evidence established in accordance with ITB 9.3 that the bidder has been authorized to provide the services;

1.1.5. Bid security or Bids Securing Declaration furnished in accordance with ITB 14; and

1.1.6. Any other document required in the BDS.

2. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

2.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

2.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

3. **Documents Establishing Eligibility and Qualification of the Bidder**

3.1. Pursuant to ITB 8, the bidder shall furnish, as part of itsbid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

3.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

3.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

3.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

3.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

4. **Form of Bid**

4.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

5. **Bids Prices**

5.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

5.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

5.3. The Bid price to be quoted in the Forms of Bid in accordance with ITB 12shall be the total price of the bid, excluding any discounts offered.

5.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

5.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected pursuant to ITB 28, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

6. **Price Adjustment**

6.1. Price adjustment shall not be applicable on the contract with less then 12 months period.

6.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services upto maximum 15% on annual basis.

6.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the condition that clause 11.2 shall not be applicable in that case.**

7. **Bids Currencies**

7.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

8. **Bid Validity Period**

8.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing

declaration as the case may be.

9. **Bid Security or Bid Securing Declaration**

9.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

9.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder’s conduct which would warrant the security’s forfeiture, pursuant to ITB 17.5

9.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in 14.5 are invoked.

9.4. Unsuccessful Bidders’ Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency pursuant to ITB 13. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

9.4.1. the expiry of the Bid Security;

9.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

9.4.3. the rejection by the Procuring Agency of all Bids;

9.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

9.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

9.5.1. if a bidder:

9.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

9.5.1.2. does not accept the correction of errors pursuant to ITB 26; or

9.5.2. in the case of a successful bidder fails:

9.5.2.1. **to sign the contract in accordance with ITB 32; or**

9.5.2.2. **to furnish Performance Guarantee in accordance with ITB 33.**

9.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

10. **Alternative Bids by Bidders**

10.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

10.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described inEvaluation and Qualification Criteria.

11. **Withdrawal, Substitution, and Modification of Bids**

11.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

12. **Format and Signing of Bids**

12.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through EPADS v2.0.

12.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

1. **Submission of Bids through EPADS v2.0 before Dead deadline**

1.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

1.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB 8. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

1. **Opening & Evaluation of Bids by the Procurement Cell**

1.1. As per Rule 10 of Public Procurement Rules, 2025
(PA to establish a Procurement Cell which shall carryout procurements a per Rule 10 of Public Procurement Rules, 2025)

2. **Opening & Evaluation of Bids by the Bid Evaluation Committee**

2.1. As per Rule 11 of Public Procurement Rules, 2025
(PA to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements with an estimated value up

to two billion rupees)

3. **Third Party Validation**

3.1. **In compliance with Rule 12** of Public Procurement Rules, 2025, the third-party validation committee or firm shall validate all procurements above five hundred million and up to two 2 billion rupees. The third-party validation shall be conducted at specifications, bidding documents preparation, technical (if any) & final evaluation stages.

4. **External Bid Evaluation Committee**

4.1. **As per Rule 13 of Public Procurement Rules, 2025,** procurements with an estimated value above two billion rupees shall be opened and evaluated by the Procuring Agency's notified External Bid Evaluation Committee.

5. **Opening of Bids**

5.1. The Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

5.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

5.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

5.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

6. **Confidentiality**

6.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

6.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

7. **Preliminary Examination of Bids**

7.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

7.1.1. meets the eligibility criteria defined in **ITB 3**;

7.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

7.1.3. is accompanied by the required securities; and

7.1.4. is substantially responsive to the requirements of the bidding document.

7.2. The procuring agency will confirm that the documents and information specified under **ITB 9,10and 11**have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

7.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

8. **Examination of Terms and Conditions, Technical Evaluation**

8.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **ITB 21,** to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**,prescribed inthe bidding document have been

met without material deviation or reservation.

8.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with **ITB 21,** it shall reject the bids.

9. **Correction of Errors**

9.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

9.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

9.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

9.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

9.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

9.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 17.**

10. **Conversion to Single Currency**

10.1. As per Rule 30(2)of Public Procurement Rules, 2004.

11. **Evaluation of Bids**

11.1. The procuring agency shall evaluate bids in accordance with Rule 30of Public Procurement Rules, 2004and compare only those bids determined to be substantially responsive, pursuant to **ITB 24.**

11.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

11.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

11.4. The Procuring agencyevaluation of a bid will take into account:

11.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

11.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 26;**

11.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 27**;

11.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

11.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS.**

12. **Determination of Most Advantageous Bids**

12.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

13. **Abnormally Low Financial Bids**

13.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency –

13.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

13.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

14. **Rejection of Bids**

14.1. As per Rule 33of the Public Procurement Rules, 2004

15. **Cancellation of procurement**

15.1. As per Rule 46 of Public Procurement Rules, 2025

16. **Single Responsive Bid**

16.1. The procuring agency may consider single responsive subject to underlying conditions of Rule 38(b)of the Public Procurement Rules, 2004.

17. **Alternate Dispute Resolution (ADR)**

17.1. As per Rule 66 of Public Procurement Rules, 2025

18. **Arbitration Clause**

18.1. (Appointing Authority for the Arbitrator shall be Chief justice of Honorable Islamabad High Court OR Managing Director (PPRA) OR Secretary (Ministry of Law & Justice),

19. **Fee of the Arbitrator**

19.1. The fee shall be specified in PKR as detrmined by the Appointing Authority and shall be shared equally by each party.

20. **Socio-economic development**

20.1. As per Rule 63 of Public Procurement Rules, 2025, PA to encourage the inclusiveness of small and medium enterprises, and marginalized groups by according preferences in line with the notified policies of the Federal Government

21. **Environmental objectives**

21.1. As per Rule 64 of the Public Procurement Rules, 2004, The procuring agency may seek to procure services with a reduced environmental impact throughout their life cycle when compared to services with the same primary function that may otherwise be procured.

F. Award of Contract

1. **Appointment of Contract Manager**

1.1. The procuring agency shall designate a Contract Manager for each procurement or class of procurement who shall manage the contract as per Rule 58 & 59 of thePublic Procurement Rules, 2004.

2. **Criteria of Award**

2.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as Successful Bid .

3. **Procuring Agency’s Right to reject All Bids**

3.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

3.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

4. **Procuring Agency’s Right to Vary Quantities at the Time of Award**

4.1. The procuring agency reserves the right, at the time of contract award, to increase or decrease not more than 15% of the original scope of related services originally specified in the Schedule of Requirements, provided that such variation does not exceed the percentage indicated in the **Bid Data Sheet (BDS)**. This adjustment shall be made without any change in the unit price or other terms and conditions of the Bids and Bidding Documents.

5. **Notification of Award**

5.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

5.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

5.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guaranteeand signing of the contract.

6. **Signing of Contract**

6.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

7. **Performance Guarantee**

7.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS and SCC**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

7.2. Failure of the successful bidder to comply with the requirement of **ITB 49.1** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

8. **Advance Payment**

8.1. The Procuring Agency will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the **BDS**. The Advance Payment request shall be accompanied by an Advance Payment Guarantee in the form provided in Contract Forms.

9. **Arbitration**

9.1. The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the **SCC**.

10. **Corrupt & Fraudulent Practices**

10.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

1. **Constitution of Grievance Redressal**

1.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.

2. **GRC Procedure**

2.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48of the Public Procurement Rules, 20 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

1. **Procedure for Blacklisting/Debarment**

1.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19of the Public Procurement Rules, 2004, Mechanism for Blacklisting, Debarment Regulations, 2024 and “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
A. Introduction		
1	1.1	Name of Procuring Agency:**Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA))** The subject of procurement is:**ACQUISITION OF LATEST VERSION QMS ISO 9001 CERTIFICATION FOR CIVIL AVIATION TRAINING INSTITUTE HYDERABAD THROUGH CERTIFICATION BODY** Expected commencement date: **Monday, June 15, 2026**
2.	2.1	Financial year for the operations of the Procuring Agency:**2025-26** Name and identification number of the Contract: **P21935**
3.	4.6	JV/Consortium or AssociationAllowed: **No** Number of JV/Consortium Members: **Nil**
B. Bidding Documents		

4.	**7.1**	The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Thursday, April 30, 2026
5.	**8.1**	Any addendum, in case issued, shall be published on **Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA))** website and on **EPADS v2.0**.
6.	**9.1**	List of documents required along with the bid: 1. Provide all Documents as specified in tender
7.	**11.1**	The qualification criteria to establish the supply / production capability of the bidder. *see Eligibility Criteria*
8.	**7.6**	**Services and Their relateddocuments:** *See section Required Services and Scope of Work*
9.	**13.1 & 13.2**	Price schedule will be provided according to the format defined and acquired. *see section price schedule.*
10.	**7.6.2**	**Specifications:** *see section of specifications.*

C. Preparation of Bids

11.	**13.5**	The price shall be **Fixed**.

12.	**15.1**	Currency of the Bids shall be : **PKR**
13.	**16.1**	The Bids/Bid Validity period shall be: **180 Days**
14.	**17.1**	The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6** The Bid Security shall be in the form of: **Pay Order, Demand Draft**
15.	**17.3**	The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 180 days so the bid security shall be valid for 180+28 = 208 days.
16.	**18.1**	Alternative Bids to the requirements of the bidding documents willnot be permitted.
D. Submission of Bids		
17.	**21.1**	Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following; **Civil Aviation Training Institute (CATI), Hyderabad, Hyderabad, Hyderabad (District), Hyderabad (Division), Sindh (Province).** Bids that are not submitted on EPADS v2.0 shall be disqualified. The deadline for Bids submission is: **Monday, May 11, 2026 12:00 PM**

E. Opening and Evaluation of Bids

18.	**26.1**	The Bids opening shall take place on **EPADS v2.0**. Day *: **Monday*** Date:***Monday, May 11, 2026*** Time *: **12:30 PM***
19.	**32.1**	Selection technique adopted will be: **Least Cost Based Selection (LCBS)** *see Evaluation Criteria*

F. Award of Contract

20.	**49.1**	The Performance guarantee shall: **10.00%**. The Performance Guarantee shall be acceptable in the form of:**Pay Order, Bank Guarantee, Demand Draft**
21.	**51.1**	Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

22.	**53.1**	Grievence against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Company (Private Limited) Company (Public Limited) Company (Holding Company) Company (Limited by Guarantee)	FBR (NTN) SECP

Eligibility Criteria	Document
The CB/CA is ISO 17021 Certified. Copy of ISO 17021 certificate	Yes
The CB/CA is accredited from Pakistan National Accreditation Council (PNAC) / International Accreditation. Copy of PNAC registered certificate	Yes
CB/CA shall submit an affidavit showing that company is not the defaulter neither has never been blacklisted by the Government / Autonomous / Private bodies. Affidavit on Rs 100 non-judicial stamp paper to be attached with bid.	Yes
Number of auditors of CB/CA qualified on IMS (QMS) approved with International Register of Certified Auditors (IRCA)-List of auditors minimum (05)along with IRCA approved certificates to be provided	Yes
CB/CA shall submit an affidavit listing all the litigations arbitrations or the affidavit of no litigation as the case may be. Affidavit on Rs 500 non-judicial stamp paper to be attached with bid.	Yes

The CB/CA must have at least 5 years’ experience of certification audit. (company profile and history to be provided). Copies of work agreements with concerned organizations or ISO certificates minimum 05 work order or ISO certificates from last 05 years.	Yes

Evaluation Criteria

Least Cost Based Selection (LCBS)

Required Services

Lot Title : Acquisition of QMS 9001 Certificate

Bid Security : 20000

Position	Delivery Schedule	Quantity
Initial Audit Stage-I& II and Registration/ Certification Charges	**Address:** Civil Aviation Training Institute (CATI), Hyderabad, Hyderabad, Hyderabad (District), Hyderabad (Division), Sindh (Province). **Schedule:** 90 **Quantity:** 1	1

Position	Delivery Schedule	Quantity
Surveillance-1	**Address:** Civil Aviation Training Institute (CATI), Hyderabad, Hyderabad, Hyderabad (District), Hyderabad (Division), Sindh (Province). **Schedule:** 01 year after successful issuance of QMS certificate **Quantity:** 1	1
Surveillance-2	**Address:** Civil Aviation Training Institute (CATI), Hyderabad, Hyderabad, Hyderabad (District), Hyderabad (Division), Sindh (Province). **Schedule:** 01 year after Surveillance audit 1 **Quantity:** 1	1

Related Services :

No

Services Specifications

Lot Title : Acquisition of QMS 9001 Certificate

Position: Initial Audit Stage-I& II and Registration/ Certification Charges

Specifications / Requirements:
Site details: Civil Aviation Training Institute (CATI) at Hyderabad on ISO 9001:2015 o School of Air Navigations services (ANS) o School of Airport Services(APS) o School of Aviation Management o School of Regulatory Services Functions o Academics - TRAINAIR

Plus & Course Development Unit (Library) o Director CATI office (HR) , Finance, Camp Commandant (Horticulture, Facilitation Security) Hostel/ Mess, IT Logistics, ES Civil, ES E&M, MT, Medical, Electronics and SQMS Current Establishment: 171 (Regular Officers/ Staff) + 181 (outsource staff) = 352 CATI requires certification on QMS (ISO 9001 2015) only, already certified, certificate expired on Oct, 2025. Number of man days will be calculated as Quality Management System (QMS ISO 9001) in accordance with IAF MD-5/ International Standard related to initial/ re-certification, Surveillance - I & Surveillance - II audits. Bidder is required to provide details of man-days as annexure separately for each audit stage. On-site man-days shall be treated only. Bidder is required to submit price inclusive of all overheads including Traveling, boarding & lodging facilities, offsite man-days and all taxes (excluding provisional sales tax on services). The quoted by bidder shall be firm and final. No alternate bid is acceptable. Payment shall be made after submission of comprehensive and detailed initial audit report against Invoice (in original) submitted to DMR SQMS.

Position: Surveillance-1

Specifications / Requirements:

Number of man days will be calculated as Quality Management System (QMS ISO 9001) in accordance with IAF MD-5/ International Standard related to initial/ re-certification, Surveillance - I & Surveillance - II audits. Bidder is required to provide details of man-days as annexure separately for each audit stage. On-site man-days shall be treated only. Bidder is required to submit price inclusive of all overheads including Traveling, boarding & lodging facilities, offsite man-days and all taxes (excluding provisional sales tax on services). The quoted by bidder shall be firm and final. No alternate bid is acceptable. Payment shall be made after submission of comprehensive and detailed surveillance I audit report against Invoice (in original) submitted to DMR SQMS.

Position: Surveillance-2

Specifications / Requirements:

Number of man days will be calculated as Quality Management System (QMS ISO 9001) in accordance with IAF MD-5/ International Standard related to initial/ re-certification, Surveillance - I & Surveillance - II audits. Bidder is required to provide details of man-days as annexure separately for each audit stage. On-site man-days shall be treated only. Bidder is required to submit price inclusive of all overheads including Traveling, boarding & lodging facilities, offsite man-days and all taxes (excluding provisional sales tax on services). The quoted by bidder shall be firm and final. No alternate bid is acceptable. Payment shall be made after submission of

comprehensive and detailed surveillance II audit report against Invoice (in original) submitted to DMR SQMS.

Scope of Work

Appendix-D

INSTRUCTIONS / TERMS AND CONDITIONS

QUALITY MANAGEMENT SYSTEM ISO 9001 IN CATI

Acquisition of latest version QMS ISO 9001 certification for civil aviation training institute Hyderabad through certification body.

MANDATORY REQUIREMENTS:

1. The Certification Body/ Certification Agency (CB/ CA) shall be considered for tender participation subject to acceptance of terms & conditions.

2. Evidence of necessary documentation in support of terms and Conditions is to be attached in the bidding offer.

3. The following terms & conditions, but not limited to, shall be part of contract agreement with the successful bidder.

S/No.	INSTRUCTIONS / TERMS AND CONDITIONS

1	The contract will be effective from the date of signing of the contract and will remain valid for 03 years. The contract shall be governed under the Laws of Pakistan.
2	The Certification Body shall submit an affidavit showing that company has never been blacklisted by the Government / Autonomous / Private bodies. Similarly, any known litigations of the Certification Body or its subsidiary in the world shall be communicated.
3	Authority letter from Head of CB/CA must be attached in favor of the person authorized to sign the bid/ tender documents and to attend the tender proceedings. Failing this, the bid/ tender documents shall not be entertained, and he shall not be allowed to attend the tender proceedings.
4	Tender documents should be duly signed and stamped on each page by the authorized executive of CB/CA.
5	The CB/ CA shall submit prices w-r-t man days (on-site days) provided in the Tender Documents for the Bid. The prices will remain unchanged during the contract period.
6	The CB/ CA shall be responsible for any kind of loss / damage during process of audit proceedings due to any negligence on part of CB/ CA.
7	Pakistan Airports Authority (PAA) reserves the right to terminate the bidding / contracting process at any time without notice and compensation.

8	Contract is not transferable nor can be sublet.
9	First the eligibility of all the bidders will be assessed on the basis ofdocumentary evidence . The “Bid” of only eligible bidders will be considered. The amount (in)Pakistani Rupees should be mentioned both in figures and words where applicable. However, in case of any difference in amounts, precedence shall be given to the amounts quoted in words.
10	Pakistan Airports Authority (PAA) shall not accept late submission of tender documents.
11	Alternate and/or conditional offer(s) shall be rejected out rightly.
12	Bidders should quote firm and final Price, inclusive of all applicable Government taxes and duties. (Excluding provisional sales tax on services).
13	Man days will be calculated in accordance with the latest issue/ version of IAF MD - 5 (International Standard guidance)
14	No extra man days shall be provided other than as quoted by the bidder.

15	Pakistan Airports Authority – Civil Aviation Training Institute (CATI) shall be assessed against the following mentioned standard. Quality Management System
16	CB/CA will be evaluated on the basis of eligibility criteria
17	Traveling, boarding and lodging facilities shall be borne by the (CB/CA), charges with respect to offsite man-days will be covered in Onsite man-days.
18	Initial / Stage – I, Stage – II / surveillance audit results / reports should be submitted within one month from the date of last audited site.
19	Payment shall be made after submission of comprehensive and detailed initial / surveillance audit report against consolidated Invoice (in original) submitted to DMR SQMS.

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20	The bidder(s) shall furnish Bid security, as part of bid, in the shape of Bank Draft/Pay order issued by scheduled bank operating in Pakistan, in favor of **PAA Disbursement**as per amount mentioned in Invitation to Bid Notice and / or Bidding Documents as Bid security. Any Bid not accompanied by Bid security or Bid security falling short of the amount shall be rejected without any right of appeal.The Bid Security should remain Valid till the period of Bid Validity i.e. 180 days. Original Bid Security must be attached with bidding documents (hard format in sealed envelope) and the Bid Security copy (pay order) must be attached through EPADS online submission as well before submission Date & Time. Bid Security of Unsuccessful bidders shall be returned after finalization of tender proceeding. The most advantageous bidder shall provide the requisite documents for contract signature i.e. Performance Bond @ 10% of total bid / contract value and Non-Judicial Stamp papers @ rate applicable as per the Stamp Fees Rates, The Stamp Act, 1899 for the contracts, applicable in Province of Sindh. Furthermore, bid security of bidders shall be withheld until contract agreement with successful bidder is signed.The Performance Security (or Guarantee) shall remain valid till the complete execution of contract i.e. 3 years.
21	If the successful bidder does not complete the contractual period/ obligations, the performance bond shall be forfeited.
22	Bid evaluation will be made on the basis of total charges based on least cost.

23	The contract will be awarded to the most advantageous Bidderdetermined to be substantially responsive to the eligibility criteria, compliant to specifications, applicable laws and other terms of Bidding Documents and which has the lowest evaluated Bid Price. • The contract will be awarded to the Most Advantageous bid on Whole price (total bid value) basis, based on lowest cost. • Sample Contract and its General Terms & Conditions available as annexure. However, the contract clauses might vary at the time of execution of the contract.
24	Bidder(s) submitting forged documents / fake information shall be liable to be blacklisted.

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

General Conditions of Contract

A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

1. **Effectiveness of Contract**

1.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

2. **Commencement of Services**

2.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

3. **Program schedule**

3.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

4. **Starting Date/Expiration Date**

4.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

4.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

5. **Entire Agreement**

5.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

6. **Modification**

6.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

6.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

7. **Force Majeure**

7.1. **Definition**
For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Contractor and which makes a Contractor’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

7.2. **No Breach of Contract**
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

7.3. **Extension of Time**

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

7.4. **Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

8. **Termination**

8.1. **By the Procuring Agency**

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

8.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

8.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

8.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

8.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

8.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

8.2. **By the Contractor**

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

8.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

8.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

8.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

8.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

1. General

1.1. Standard of Performance

1.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

1.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

1.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

2. Conflict of Interests

2.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

2.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

2.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

2.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

2.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

2.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

3. **Insurance to be Taken Out by the Contractor**

3.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

4. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

4.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

4.1.1. appointing such members of the Personnel not provided by the Contractor;

4.1.2. changing the Program of activities; and

4.1.3. any other action that may be specified in the **SCC.**

5. **Reporting Obligations**

5.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

6. **Liquidated Damages**

6.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

6.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

6.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

7. **Performance Guarantee**

7.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

7.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

7.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

8. **Sustainable Procurement**

8.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

D. Contractor's Personnel

1. **Description of Personnel**

1.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

2. **Removal and / or Replacement of Personnel**

2.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

2.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

2.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

1. **Change in the Applicable Law**

1.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

2. **Services and Facilities**

2.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

2.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

1. **Contract Price**

1.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

2. **Terms and Conditions of Payment**

2.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

2.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

3. **Quality Control Identifying Defects**

3.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor’s performance and notify him of any Defects that are found. Such checking shall not affect the Contractor’s responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

4. **Correction of Defects, and Lack of Performance Penalty**

4.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

4.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

4.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

5. **Settlement of Disputes Amicable Settlement**

5.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

6. **Dispute Settlement**

6.1. **Arbitration**

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940.

Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause	**Amendments of, and Supplements to, Clauses in the General Conditions of Contract**
	Definitions **The Procuring Agency is:**Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA)),Joint DirectorCivil Aviation Training Institute (CATI), Hyderabad, Hyderabad, Hyderabad (District), Hyderabad (Division), Sindh (Province). **The Supplier is:** **The title of the subject procurement is:ACQUISITION OF LATEST VERSION QMS ISO 9001 CERTIFICATION FOR CIVIL AVIATION TRAINING INSTITUTE HYDERABAD THROUGH CERTIFICATION BODY**
GCC 2	**Applicable/Governing Law:** The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan
GCC 3	**Language:** The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

GCC 4	**Notices:** **The addresses for the notices are:** Procuring Agency: Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA)),Joint Director Civil Aviation Training Institute (CATI), Hyderabad, Hyderabad, Hyderabad (District), Hyderabad (Division), Sindh (Province). +92-300-302-6085 gulzar.ali@paa.gov.pk Contractor/ Bidder: [Name, address and telephone number]. The Contractor/ Bidder's Representative(s) [Name, address, telephone number and e-mail address]
GCC 6.1	**The Authorized Representatives are:** **For the Procuring Agency:** Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA)),Joint Director Civil Aviation Training Institute (CATI), Hyderabad, Hyderabad, Hyderabad (District), Hyderabad (Division), Sindh (Province). +92-300-302-6085 gulzar.ali@paa.gov.pk **For the Bidder:** **Name: ……** **Designation: ……..** **Address: ……..**
GCC 7	**Effectiveness of the contract** The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

GCC 8	**Commencement of Contract:** The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.
GCC 10.2	**Expiration of Contract:** The time period shall be …….
GCC 14	**Termination** In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.
GCC 16	**Conflict of Interest:** The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17**.**
GCC 20	**Liquidated Damages** If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.05%** to **10.00%**of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.
GCC 21	**Performance Guarantee:** The amount of performance guarantee shall be 10.00%of the contract price in acceptable form of Pay Order, Bank Guarantee, Demand Draft
GCC 27	**Currency of Payment:** All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.
GCC 28	**Payment terms:** Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

GCC 29	**Identifying Defects:** The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

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GCC 31	**Following is the guidance for Dispute Resolution**

1. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

3. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

4. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

5. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties**.**

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P21935***

To: **Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA)),Joint DirectorCivil Aviation Training Institute (CATI), Hyderabad, Hyderabad, Hyderabad (District), Hyderabad (Division), Sindh (Province).**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of _____ 20_____ between**Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA)),Joint DirectorCivil Aviation Training Institute (CATI), Hyderabad, Hyderabad, Hyderabad (District), Hyderabad (Division), Sindh (Province).**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **ACQUISITION OF LATEST VERSION QMS ISO 9001 CERTIFICATION FOR CIVIL AVIATION TRAINING INSTITUTE HYDERABAD THROUGH CERTIFICATION BODY (*P21935*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency's Letter of Acceptance; and
8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

……

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder: ……

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Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTHRS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee 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 consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

Performance Guarantee Form

Performance Guarantee Form

To: **Civil Aviation Training Institute (CATI), Hyderabad - Pakistan Airports Authority (Pakistan Airports Authority (PAA)),Joint DirectorCivil Aviation Training Institute (CATI), Hyderabad, Hyderabad, Hyderabad (District), Hyderabad (Division), Sindh (Province).**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[date}

Annexure

Sample Contract

Information (Read-Only)

See Form Under Additional Forms and Documents: **Sample Contract** (page number: 72)

I/T form (Financial)

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **I/T form (Financial)** (page number: 83)

Procurement Forms

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Past Experience and Completed Contracts

The CB/CA must have at least 5 years of experience in certification audit. Copies of work agreements with concerned organizations or ISO certificates minimum 05 work order or ISO certificates from last 05 years must be attached with the form.

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 84)

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PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

SAMPLE CONTRACT

CERTIFICATION CONTRACT

This Contract is made at Civil Aviation Training Institute, Hyderabad on this _____ day of _____, 2026

BETWEEN

Civil Aviation Training Institute (CATI) was established in 1982 initially to cater for aviation training needs of Pakistan Airport Authority (PAA) under the PAKISTAN AIRPORTS AUTHORITY - (PAA Act, 2023(ACT No. XLVOF 2023) through Director Civil Aviation Training Institute Hyderabad (hereinafter called the "CATI" or the "Client" which term, whenever the context so permits, shall mean and include its respective authorized officers, successors-in-interest, executors and administrators and / or assignees) of the one part

AND

M/s. .....Certification Body (CB)/ Certification Agency (CA).....), a company incorporated in Pakistan under the Companies Ordinance 1984, having its registered office situated at……..Pakistan.

(Hereinafter called **"Certification Body"** Or the **"Certification Agency"** which term, where the context so permits, shall mean and include its respective legal heirs, successors-in-interest, executors and administrators and/or assignees), of the other part.

Hereinafter jointly called "the parties"

WHEREAS:

1. The Pakistan Airports Authority PAA location CATI desires to undertake a certification process according to the current version of **QMS ISO 9001** Standard. (In case of issuance of revised version of aforementioned standard by ISO during the currency of the agreement, the certificate(s) in accordance with the latest standard shall be issued subject to the conditions laid down by ISO.

2. **M/S**.....as (CB/CA)is the international/foreign certification organization accredited for conferring certificate based on the aforementioned standard and carry out their international certification activities in Pakistan through their representative Certification Agency i.e……..According to the agreement between ....**Certification Body**.....and**.... Certification Agency....**.....) as Certification Agency, it has been decided that ……**CA**…… will carry out the formalization of contract with the Client/CATI on the evaluations based on the aforementioned standard, with the aim of the Client obtaining the…**CB** …..Certificate.

NOW THEREFORE, THE FOLLOWING HAS BEEN AGREED:

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GULZAR ALI BHATT
DMR SQMS
CATI HYDERABAD

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APPENDIX-A: FINANCIAL PROVISONS (Schedule)

ARTICLE 1: OBJECT AND SCOPE OF THE CONTRACT

1.1. The object and scope of this contract is to:

1.1.1. Define the conditions under which **……(CB/CA)……** will perform an assessment of the activity (ies) of CATI according to the current version of **QMS ISO 9001** Standard, for the purpose of obtaining certificate under the**…… (CB)……**trade mark.

1.1.2. Determine the conditions under which **…… (CB/CA)……**will issue and maintain certificate under the **…… (CB)……**trade mark.

1.1.3. For any request for assessment or certification to any other technical standard which is not mentioned in para-1.1.1 above, the possibility will be examined by …**…… (CB/CA)……**in accordance with standards of…….**(CB)..**…, if need be, subject to specific contractual provisions mentioned in financial provisions **(Appendix-B**.

1.1.4. CATI shall be assessed against the above mentioned standard; however, sequencing and prioritization for auditing sites as well as Standard as mentioned in **Appendix-B….**shall remain at CATI's discretion. The audit process related to certification (Stage-I, Stage-II, Initial/ Renewal, Surveillances and follow-ups) steps during certification should be according to M/S**…… (CB/CA)……**certification and international accreditation rules.

1.1.5. If the scope of same audit sites as mentioned in **Appendix-B……** is increased, the audit duration shall be calculated according to the guidelines given in IAF Mandatory Document Guidance, however the man day rates quoted by the bidders shall remain unchanged.

GULZAR ALI BHATT
DMR SQMS
CATI HYDERABAD

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ARTICLE 2: OBLIGATIONS OF THE PARTIES

2.1. OBLIGATIONS OF M/s. ……. (CB/CA)…….)

2.1.1 During the assessment of the activity (ies) of CATI in accordance with the current version of **QMS ISO 9001**Standard, **M/S……. (CB/CA)…….** undertakes:

2.1.1.1. To use qualified auditors and, if necessary, qualified experts as per the tender documents;

2.1.1.2. To use all appropriate means to assess CATI i.e. to be in conformity with the standard(s) chosen, in accordance with **Appendix-A & B**.

2.1.1.3. To perform, during the period of validity of the certificate issued in accordance with the terms and conditions provided hereinafter, surveillance audits of the CATI with the standard.

2.1.2 The procedures for such audits shall be described in a notice sent by **……. (CB/CA)……..** to CATI. The**……. (CB/CA)……..**also undertakes to act as an interface between**……. (CB/CA)……..** and CATI.

2.1.3 At the satisfactory conclusion of the assessment(s) described hereinabove, **……. (CB/CA)……..**is to ensure that, **……. (CB/CA)……..**shall issue certificate to CATI certifying that the measures adopted are in conformity with the standard. The certificate and/or declaration(s) of certification and/or any attachments issued shall apply only to the activities and sites indicated in **Appendix-B**and that are approved during the course of the assessment.

2.1.4 Acquiring certificate for Civil Aviation Training Institute (CATI) shall remain at CATI's discretion either single certificate or individual certificates for each School / independent branch. CATI shall inform to M/s. **……. (CB/CA)……..**in advance regarding its decision on **Appendix-B**to be submitted before the planning of audit.

2.1.5 The**……. (CB/CA)……..**Undertakes to submit audit report within one month of audit end date.

2.1.6 The **……. (CB/CA)……..**also undertakes to immediately pass on to CATI the certificate issued by M/S…**……. (CB/CA)……..** in case of Initial / Renewal Certification auditas per the payment process mentioned in para-3 of this agreement.

2.1.7 The payment for audits to M/S**……. (CB/CA)……..**shall be made subject to submission of audit report within one month of audit end date as per the payment process mentioned in Para-3 of this agreement.

*(Further, the certification audit can also results in failure to acquire certification, M/S…**……. (CB/CA)……..** will not issue any certificate in this case and PAA /CATI will clear the payments accordingly.)*

2.1.8 The prices with respect to per man days (including all overheads) and registration/ certification charges in **Appendix-B**will remain unchanged.

2.1.9 M/S**……. (CB/CA)……..**shall be responsible for any and all kind of loss / damage to CATI during process of audit proceedings due to any negligence on its part.

2.1.10 This contract is not transferable nor can be sublet.

2.1.11 Man days will be calculated in accordance with the latest Issue/version of IAF Mandatory Document guidelines.

2.1.12 No extra man days shall be provided other than on-site.

2.1.13 Traveling, boarding and lodging facilities shall be borne by the…**……. (CB/CA)……..,** only transportation during audit proceedings shall be provided by PAA/ CATI within the premises of audit sites.

2.1.14 Audit results / reports should be submitted within one month from the date of last

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audited site.

2.1.15 Payment shall be made after submission of comprehensive / detailed audit reports against consolidated Invoice (in original) to be submitted to DMR SQMS, subject to conditions contained hereinafter relating to payment.

2.1.16 Transition charges from previous version to current / latest version of IMS Standard shall be 25% of Registration / Certification charges, if applicable.

2.2. OBLIGATIONS OF PAA &CATI

2.2.1. Obligations Prior to the Assessment:– Pakistan Airports Authority PAA shall cooperate with**……. (CB/CA)…….**by facilitating all operations intended to verify compliance with the rules for certification and/or assessment as freely accepted by CATI, and to pay all amounts owed to **……. (CB/CA)…….**in accordance with the financial provisions mentioned in **Appendix-B**of this contract, with regard to CATI, the foregoing means to:

2.2.1.1. Supply to**……. (CB/CA)…….**all necessary related working documents, and in particular those used by CATI, sufficiently in advance to allow **……. (CB/CA)…….**to perform its services;

2.2.1.2. Make available to **……. (CB/CA)…….**means of access to the sites to be visited to ensure, with regard to all personnel sent by **……. (CB/CA)…….**that all safety measures regarding working conditions, sites and equipment are in conformity with applicable regulations of the country;

2.2.1.3. Take all measures necessary to remove any impediment or resolve any difficulty that would hinder the proper performance of **……. (CB/CA)…….**audits and to conduct itself in a fair and honest manner.

2.2.1.4. Allow the presence of a silent observer, in the event that such presence is mandatory or imposed on **……. (CB/CA)…….**and/or**……. (CB/CA)…….**by international standards or by international agreements to which**……. (CB/CA)…….**and/or **……. (CB/CA)…….**is*fare* signatory and of which PAA/ CATI is a beneficiary.

2.2.2. Obligations Related to the Holding of a Certification: During the cycle of the certification, PAA/ CATI shall be obligated:

2.2.2.1. To authorize Initial/Renewal Audits as well as annual surveillance audits or more frequently if PAA/ CATI so desires, during the period of validity of the certificate.

2.2.2.2. During the period of validity of each certificate, there shall be at least two (02) surveillance audits.The interval between 2 audits should not be more than 11 months, whereas **……. (CB/CA)…….**shall inform in advance for the surveillance/ renewal audit dates and CATI shall plan the audit process accordingly. The expenses of such audits shall be borne by CATI in accordance with per man day rates as mentioned in **Appendix-B**.

2.2.2.3. To authorize the renewal audit approximately six (6) months prior to the expiration date of a certificate in order to allow it the time to perform any corrective actions necessary to ensure the conformity of its management system with the standard(s).

2.2.2.4. To comply during the period of validity of the certificate issued by **……. (CB/CA)…….**with the requirements of the standards and with the regulations concerning the use of trade mark of the**……. (CB/CA)…….**

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2.2.2.5. To not change or alter the certificate issued by **……. (CB/CA)…….....**and passed on by **……. (CB/CA)…….....**

2.2.2.6. The **……. (CB/CA)…….....** will issue NCRs (Non Conformance Reports) to the auditees during the audit / closing meeting(s) and CATI will forward the Action Plans on the NCRs within four (4) weeks to **……. (CB/CA)…….....**

2.2.3. Obligation to Provide Information

2.2.3.1. CATI shall provide to**……. (CB/CA)…….....**data and information that is accurate, genuine and complete and to supply all information or data that may have an effect on the assessment, audit or certification procedures.

2.2.3.2. CATI shall inform**……. (CB/CA)…….....** if the activity or activities to be certified are subject to statutory and/or regulatory provisions. Compliance with such provisions shall be the sole responsibility of CATI, unless otherwise expressly agreed by**……. (CB/CA)…….....**

2.2.3.3. CATI shall give notice to **……. (CB/CA)…….....**without delay, of any significant change(s) affecting it, in particular, on the one hand, with regard to the identity of CATI, its organization, its activity and/or its management system, and on the other hand, the persons having decision making authority and/or their representative(s).

ARTICLE 3: FINANCIAL PROVISIONS

3.1. Prices

3.1.1. The prices to be paid to **……. (CB/CA)…….....**are specified in the financial provisions **(Appendix-B)** attached here to subject to provision of invoices. The payment shall be made as per following procedure:

3.1.1.1 Subject to submission of the Audit Report within thirty (30) days of the Certification Audit (Initial/ Renewal) completion, the PAA/ CATI shall make payment of the submitted Invoice.

3.1.2. The payment of surveillance audit process to**……. (CB/CA)…….....**shall be in accordance with the rate mentioned in **(Appendix-B)** subject to submission of surveillance audit report within one month of audit end date.

3.1.3. The outcome of certification audit could be either pass or fail; the certificates will not be issued to the CATI if it fail to comply with the requirements of Standard. The payment shall be made to **……. (CB/CA)…….....**regardless of the outcome of certification audit subject to submission of invoice. In case of any follow-up or additional audit required for non-compliant CATI, if agreed mutually, the number of man days shall be according to the IAF Mandatory document and the rates as per **Appendix-B**and it will be the part of this agreement.

3.2. Invoicing and payment procedures

3.2.1. Payments will be made in Pak. Rupees as mentioned in **Appendix-B** of this contract.

3.2.2. All applicable taxes, duties and new taxes (if imposed) under the applicable laws shall be deducted by the Pakistan Airports Authority PAA at source as per the prevailing applicable rates at the time of release of payments to **……. (CB/CA)…….....**

3.2.3. The invoices will be issued by**……. (CB/CA)…….....**in accordance with **Appendix-B**and payment shall be made through cheque accordingly.

3.2.4. For any invoice received and not disputed, Pakistan Airports Authority PAA shall make the payment within two months from the date of invoice but not later than

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60 days.

ARTICLE 4: DURATION OF THE CONTRACT

4.1. The contract will be effective from the date of signing of the contract and will remain valid for 03 years.

4.2. The contract shall be governed under the Laws of Pakistan.

ARTICLE 5: CERTIFICATES

5.1. Form of the certificates

5.1.1. The certificate(s) and/or declaration(s) of certification and/or any attachments issued shall apply only to the activities and sites mentioned in **Appendix-B**.

5.1.2. The certificate(s), the declaration(s) of certification or of assessment, any attachments issued by **……. (CB/CA)…….**and the assessment report(s) prepared by **……. (CB/CA)…….**, regardless of the form of the said certificate(s) and audit report(s), shall be issued in a standard format established by **……. (CB/CA)…….**

5.1.3. The**……. (CB/CA)…….**through **……. (CB/CA)…….**may add or eliminate any of the indications and/or distinctive signs included on the electronic certificate(s) and/or the proof of certification (and any attachments thereto). In such case,**……. (CB/CA)…….**shall modify and re-issue the documents/ Certificates as modified without any cost to Pakistan Airports Authority PAA.

5.2. Property and duration of the certificates

5.2.1. The intellectual property rights in the certificate(s), the proof of certification and/or the declaration(s) of assessment shall remain with **……. (CB/CA)…….**and these shall not be unilaterally modified or altered by Pakistan Airports Authority PAA as well as CATI.

5.2.2. The certificate(s) issued by **……. (CB/CA)…….**, as well as the proof of certification, shall be issued for a period of three (3) years except in the case of legal provisions to the contrary in force at the relevant time by which **……. (CB/CA)…….**and/or**……. (CB/CA)…….**are bound and which the**……. (CB/CA)…….**will notify to CATI for appropriate course of action.

5.2.3. A certificate, along with the proof of certification and any attachments thereto, is non- transferable.

5.3. Communication regarding audit reports and the certificates

5.3.1. The**……. (CB/CA)…….**shall submit the audit reports within 30 days of closing of the Audit. CATI shall use the audit reports for corrective actions and subsequent issuance/ renewal of certificates, subject to the obligation to distribute the recent audit reports to the auditees which shall not be modified by CATI.

ARTICLE 6: SUSPENSION

6.1. The certificate(s) of CATI may be suspended, subject to a three (03) months prior written notice to CATI by **……. (CB/CA)…….**on behalf of**……. (CB/CA)…….**in the following cases:

6.1.1 Upon an initiative of **……. (CB/CA)…….**and/ or**……. (CB/CA)…….**due to :

6.1.1.1 Major deviations observed with regards to the standard (s) or,

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6.1.1.2 Serious breaches of contractual obligations or,

6.1.1.3 Unauthorized use of the certificate(s) or,

6.1.1.4 Observation of audit reports calling into question the conformity of the activity(ies) of the CATI with the standard(s) or,

6.1.1.5 Non-compliance with the regulations concerning the use of……. **(CB/CA)** ……..trade mark.

6.2. The period of suspension shall be for a maximum of three (03) months**.** The time frame includes the implementation of the measures required to have the suspension lifted.

6.3. Upon notice by**…… (CB/CA)……..**of the suspension of its certificate, CATI shall refrain from producing or creating promotional and/or technical documents that mention or make reference to its certification, and shall refrain from making any type of communication to that effect, except in the event of an exceptional and express exemption, non-compliance with this obligation shall result in the withdrawal of the certificate.

6.4. In order for the suspension of the certificate to be lifted,**(CB/CA)……..**shall either perform a complete re-evaluation of the activity(ies) of CATI or the follow-up audit with mutual consent. Depending on the result of the audit conducted, the **…… (CB/CA)……..**will decide in consultation with **…… (CB/CA)……..**, whether the certificate is to be restored or withdrawn.

6.5. At CATI's request, particularly in the event of re organization, preventing it temporarily from maintaining conformity with the standard, such suspension shall be effective for a maximum period of six(06) months.

6.6. Suspension of certificate will proportionately extend the said certificate's period of validity.

ARTICLE 7: TERMINATION

7.1. If one of the parties breaches its obligations, the other party shall have the right to give formal notice to the party to perform its obligations within two (02) months from the date of receipt of notice.

7.2. In the event that the party in breach does not comply with such notice, the party giving such notice shall have the right to terminate the present contract at any time without any risk and cost.

ARTICLE 8: CONSEQUENCES OF CANCELLING CERTIFICATION

8.1. The use of**…… (CB/CA)……..**trade mark, the mention of the certificate(s) in any format whatsoever, or the mere active mention thereof shall be strictly forbidden when the certificate(s) become(s) invalid and return to **…… (CB/CA)……..**

ARTICLE 9: INTELLECTUAL PROPERTY

9.1. **…… (CB/CA)……..**shall provide Pakistan Airports Authority PAA the regulations concerning the terms and conditions for use of**…… (CB/CA)……..**trade mark.

9.2. CATI hereby agrees that during the period of validity of its certificate(s), any reference to the actions of **…… (CB/CA)……..**and to the issuing of the**…… (CB/CA)……..**'s certificate(s) on any of its

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documents shall be made only in accordance with the provisions of the regulations concerning the use of ..**…… (CB/CA)……**.....trade mark, and if applicable.

9.3. ..**…… (CB/CA)……**.....and ..**…… (CB/CA)……**.....shall have the right to mention CATI in their promotional literature.

9.4. CATI shall have the right to place ..**…… (CB/CA)……**.....'s trade mark on its Internet site, in compliance with the provisions of the regulations concerning the use of ..**…… (CB/CA)……**.....'s trade mark.

9.5. CATI shall not use ..**…… (CB/CA)……**.....'s trade mark after the expiration of the period of validity of the certificate(s).

ARTICLE 10: CONFIDENTIALITY

10.1. CATI authorizes**…… (CB/CA)……**.....to communicate all necessary information which it possesses on CATI, to ..**…… (CB/CA)……**.....which are individually bound by an obligation of confidentiality.

10.2. Each party hereby agrees that it shall not communicate, even partially, to third parties, with the exception ofthe aforementioned, any information that it learns / gathers during the performance of the present contract and which has stated to be confidential, without prior written agreement of respective parties.

10.3. Any information shared by the parties must not be used for any other purpose except to fulfill the contract.

10.4. The auditors, whether service providers or employees, and all persons participating in the certification procedure shall be bound by a professional confidentiality agreement.

10.5. The same provisions shall apply to any silent observer proposed by..**…… (CB/CA)……**.. and whose presence at the site of the audit shall have been accepted by CATI or imposed by international standards or by international agreements.

10.6. The provisions of the present article shall remain in force, after the present contract comes to an end; as a result of its expiration or termination for any reason whatsoever, for indefinite period of time, or as longer as Pakistan Airports Authority PAA desires.

ARTICLE 11: LIMITATION OF LIABILITY

11.1. ..**…… (CB/CA)……**.....undertakes to use all due care, in accordance with the applicable professional standards and code of conduct, in the performance of its services, and it undertakes to dedicate the necessary means to the performance thereof. **……. (CB/CA)……**.....shall be liable only in the event of error or negligence;

11.1.1. In such a case, the liability of .....**…… (CB/CA)……**.. to CATI shall be absolute and unconfined for damages and losses, costs, expenses and any other harm suffered, for which its professional liability is established, regardless of the circumstances.

11.2. In the event that a third-party files a claim against **……. (CB/CA)……**.....and/or..**…… (CB/CA)……**.. regarding any of the certificate(s), CATI may provide **……. (CB/CA)……**.....access to all documents necessary to defend the claim.

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11.3. When **..... (CB/CA).....** issue a certificate to CATI, the CATI shall have the right to use it and give it the significance it desires, without, however, giving it significance other than what it represents, i.e., an assessment and not a guarantee.

ARTICLE 12: FORCE MAJEURE

12.1. M/s **..... (CB/CA).....** will not be held responsible for any default occurring in performance of the contract due to event of Force Majeure such as acts of God, war, riots, civil commotion, strike, lock-outs, act of foreign governments and its agencies and disturbance directly affecting **..... (CB/CA).....** over which events or circumstances the **..... (CB/CA).....** has no control.

12.2. If any foregoing event of force majeure occurs, the date(s) for performance of the obligation(s) affected shall be postponed for so long as is made necessary by the event of force majeure. However without limitation to the foregoing, each party shall use its reasonable endeavors to minimize the effects of any event of force majeure.

ARTICLE 13: SETTLEMENT OF DISPUTES

13.1. The parties will make an effort to settle amicably all disputes that could arise in the interpretation or execution of this contract. The parties agree, in this situation, to resort to Alternate Dispute Resolution methods (ADR) without delay to settle their dispute. The language used throughout the ADR shall be English language. Arbitrator for the purposes of arbitration under this clause shall be Director General Pakistan Airports Authority (PAA) or any other person whom the parties choose with mutual consent. The decision of the arbitrator shall be final and binding on the parties. Furthermore, place of arbitration shall be Karachi Pakistan.

ARTICLE 14: APPLICABLE LAW

14.1. The applicable Laws / Rules of Islamic Republic of Pakistan (as modified) shall be applicable to this contract and both parties. The courts at Karachi shall have jurisdiction in case any party desires to approach a Court of Law.

ARTICLE 15: ATTENDANCE OF MEETINGS

15.1. The **..... (CB/CA).....** shall attend all meetings when called by the CATI on mutual understanding to discuss the quality of services and other matters related to the Contract, without any compensation from the CATI. The minutes of such meetings shall be recorded and maintained.

ARTICLE 16: COMMUNICATIONS AND CHOICE OF ADDRESS

16.1. The parties agree that any communication between **..... (CB/CA).....** and CATI shall be done at**..... (CB/CA).....**'s/ on behalf of CATI's office address or their respective e-mail addresses i.e.

Director	**Director Civil Aviation Training Institute Hyderabad** **DMR (SQMS) CATI Hyderabad** Phone No. 022-9260323 / 022-9260310/ Fax No. 022-9260324 e-mail: director.cati@paa.gov.pk e-mail: dmr.cati@paa.gov.pk website: www.paa.gov.pk

16.2. The chosen address of each party is the one indicated in the present contract.

16.3. Whenever an either party changes its mailing address, the same shall be intimated

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to the other party at the earliest but not letter than 30 days through registered post with request for acknowledgement.

ARTICLE 17: MISCELLANEOUS PROVISIONS

17.1. The titles of the articles and sections contained in this agreement are purely for information purposes and would under no circumstances condition or limit the meaning or interpretation thereof.

17.2. The fact of one of the parties not taking advantage or taking a long time to take advantage of the application of a clause in this contract should not be interpreted as a renunciation of said clause or a modification to the contract. However, the parties must act in good faith to perform this contract.

17.3. Should one of the provisions of this agreement be judged void or inapplicable, all other provisions will remain in force insofar as this does not have the effect of emptying the agreement of its substance.

17.4. In the case of a clause in this contract becoming void, the parties will meet to replace the cancelled clause as soon as possible with a stipulation that responds as closely as possible to the legal and economic objectives of the contract while retaining its balance. In the absence of an agreement, the parties agree to the application of the back-up legal provisions or whatsoever pointed out by the arbitrator.

17.5. This agreement can only be modified by an amendment signed by the parties with mutual consent. Any later amendments are part of this agreement and are subject to all of the provisions governing it that has not been subject to modification by said amendment.

ARTICLE 18: CLOSURE OF THE CONTRACT

18.1. Upon satisfactory performance of the contract by the**……. (CB/CA)……..** and discharge of fiscal liabilities on part of CATI, the contract shall be formally closed. To close the contract, M/s **……. (CB/CA)……..** shall issue a No Demand Certificate (NDC) to CATI mentioning that the CATI has no outstanding amounts towards **……. (CB/CA)……..** whereas the Pakistan Airports Authority and CATI shall issue a No Objection Certificate (NOC) to**……. (CB/CA)……..** mentioning that the**……. (CB/CA)……..** has successfully accomplished the tasks under this contract.

The parties hereto have signed this contract on date / place first above mentioned.

In witness whereof this agreement is signed between the parties, this the _____ day of _____ 2026 at CATI Hyderabad.

FOR AND ON BEHALF OF CIVIL AVIATION TRAINING INSTIUTE (CATI):

Signature: - _____

Name (Authorized Representative): _____

Designation: _____

CNIC #: _____

Witness-1:

Signature: - _____

Name: _____

CNIC #: _____

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FOR AND ON BEHALF OF M/S ……. (CB/CA) ……..……

Signature:- _____

Name (Authorized Representative): _____

Designation: _____

CNIC #: _____

Witnesses-1:

Signature: - _____

Name: _____

CNIC #: _____

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ACQUISITION OF QUALITY MANAGEMENT SYSTEM (QMS ISO 9001IN CATI
QUOTATION / BOQ
Name of Standard: QMS (ISO 9001)

Table-A(Initial Audit Stage-I& II)

S#	Site	Estb	Registration / Certification Charges (PKR)	No of Man-days	Rate Per Man Day including all overheads* (PKR)	Total charges (PKR)
1	**Civil Aviation Training Institute (CATI) at Hyderabad on ISO 9001:2015** o School of Air Navigations services (ANS) o School of Airport Services(APS) o School of Aviation Management o School of Regulatory Services Functions o Academics - TRAINAIR Plus & Course Development Unit (Library) o Director CATI office (HR) , Finance, Camp Commandant (Horticulture, Facilitation Security) Hostel/ Mess, IT Logistics, ES Civil, ES E&M, MT, Medical, Electronics and SQMS	171 (Regular Officers / Staff) + 181 (outsource staff) = 352				

Table-B (SURVEILLANCE-I)

S#	Site	Estb	No of Man-days	Rate Per Man Day including all overheads* (PKR)	Total (PKR)
1	**Civil Aviation Training Institute (CATI)**	352			

Table-C (SURVEILLANCE-II)

S#	Site	Estb	No of Man-days	Rate Per Man Day including all overheads* (PKR)	Total (PKR)
1	**Civil Aviation Training Institute (CATI)**	352			

Total Charges in words A+B+C (PKR)=	Table-A	Table-B	Table-C	Total Charges A+B+C (PKR)=

NOTE:

a) CATI requires certification on QMS (ISO 9001 2015) only, already certified, certificate expired on Oct, 2025.
b) Number of man days will be calculated as Quality Management System (QMS ISO 9001) in accordance with IAF MD-5/ International Standard related to initial/ re-certification, Surveillance - I & Surveillance - II audits.
c) The CB/CA shall be evaluated on Least Cost Based Selection, after meeting all mandatory specifications/Qualification criteria , and whole price (total bid value) basis. The financial evaluation and subsequent contract award will be awarded to the most advantageous bid who fulfill the mandatory qualification criteria on whole price (total bid value) basis,
d) On-site man-days shall be treated only.
e) An overhead includes Traveling, boarding & lodging facilities, offsite man-days and all taxes (excluding provisional sales tax on services).
f) The contract will be effective from the date of signing of the contract and will remain valid for 03 years. The contract shall be governed under the Laws of Pakistan.

Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS