Standard Bidding Document

HIRING OF GROUND TRANSPORTATION SERVICES AT JIAP
(Non-Consultancy Services)

National

Single Stage-Two Envelope

CORRIGENDUM # 1	CORR-P91630-001
Initiation Date	September 03, 2026

September 03, 2026

Pakistan Airports Auhority (Jinnah International Airport),APM JIAP
Logistics Section , Level - 06 , Main terminal Building Jinnah International Airport
Phone: +92-333-266-4711, Email: Log.Jiap@gmail.com

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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Pakistan Airports Auhority (Jinnah International Airport)** has reserved Funds for the procurement planned for FY **2026-27**. The **Pakistan Airports Auhority (Jinnah International Airport)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**HIRING OF GROUND TRANSPORTATION SERVICES AT JIAP**" with the reference of **"P91630"**

2. The **Pakistan Airports Auhority (Jinnah International Airport)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)**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 Document in the form of **Pay Order, Bank Guarantee** 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://epads.gov.pk/opportunities/federal/procurements/91630**.

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 **Tuesday, September 8, 2026 11:00 AM**. E-bids will be opened on the same day at **Tuesday, September 8, 2026 11:30 AM**. 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 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and 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-Two 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. **Fraudualent & Corrupt Practices**

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

6. **Contents of Standard Bidding Document**

6.1. 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 by the Procuring Agency 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 Fraudaulent & Corrupt Practices
Section VIII – Material & Non-material deviation
Section IX General Conditions of Contract (GCC)
Section X Special Conditions of Contract (SCC)
Section XI Contract Forms

6.2. 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.

7. **Clarifications**

7.1. 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.

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

7.3. 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 1.1.**

7.4. 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.

7.5. 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 Agency exclusively through the use of an Addendum.

7.6. 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:

7.6.1. evaluation & qualification criteria;

7.6.2. required scope of work or specifications;

7.6.3. all securities requirements;

7.6.4. tax requirements;

7.6.5. terms and conditions of bidding documents; and

7.6.6. 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.

8. **Amendment of Bidding documents**

8.1. 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.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and 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.

8.3. 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

9. Documents Constituting the Bids

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

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

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

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

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

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

10.1. 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.

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

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

11.1. Pursuant to BDS, 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.

11.2. 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".

11.3. 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:

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

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

12. **Form of Bid**

12.1. **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.**

13. **Bids Prices**

13.1. 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.

13.2. 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.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. 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.

13.5. 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, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.**

15. **Bids Currencies**

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

16. **Bid Validity Period**

16.1. 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.

17. **Bid Security or Bid Securing Declaration**

17.1. 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.

17.2. 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.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. 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. 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:

17.4.1. the expiry of the Bid Security;

17.4.2. 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;

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

17.4.4. 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.

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

17.5.1. if a bidder:

17.5.1.1. 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

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

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

18. **Alternative Bids by Bidders**

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

18.2. 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 in Evaluation and Qualification Criteria.

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

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

20. **Format and Signing of Bids**

20.1. 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.

20.2. 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

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

21.1. 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.

21.2. 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 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

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004,
The Procuring Agencyis required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids inaccordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of 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.

23.2. 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.

23.3. 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**.**

23.4. 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.

24. **Confidentiality**

24.1. 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.

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

25. **Preliminary Examination of Bids**

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

25.1.1. meets the eligibility criteria defined in **BDS**;

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

25.1.3. is accompanied by the required securities; and

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

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** 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.

25.3. 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.

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

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS,** 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.

26.2. 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 BDS**,** it shall reject the bids.

27. **Correction of Errors**

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

27.1.1. 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;

27.1.2. 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

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

27.1.4. 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.

27.2. 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.

28. **Conversion to Single Currency**

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. **Evaluation of Bids**

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

29.2. 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.

29.3. 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.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. 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;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6;**

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. 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.

29.7. 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.**

30. **Determination of Most Advantageous Bids**

30.1. 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.

31. **Abnormally Low Financial Bids**

31.1. 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 –

31.1.1. 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

31.1.2. 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.

32. **Rejection of Bids**

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

33. **Single Responsive Bid**

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

34. **Arbitration**

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. **Criteria of Award**

43.1. 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 most advantageous Bid.

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

44.1. 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).

44.2. 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.

45. **Notification of Award**

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

45.2. 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).

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

46. **Signing of Contract**

46.1. 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.

47. **Performance Guarantee**

47.1. 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.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** 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.

48. **Corrupt & Fraudulent Practices**

48.1. 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

53. **Constitution of Grievance Redressal**

53.1. 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.

54. **GRC Procedure**

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on "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 Non-Consultancy Services 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

BDS Clause Number 1

Name of Procuring Agency: **Pakistan Airports Auhority (Jinnah International Airport)**

The subject of procurement is: **HIRING OF GROUND TRANSPORTATION SERVICES AT JIAP**

Expected commencement date: **Wednesday, September 30, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P91630**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Thursday, September 3, 2026

BDS Clause Number 5

Any addendum, in case issued, shall be published on **Pakistan Airports Auhority (Jinnah International Airport)** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid: No

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **180 Days**

BDS Clause Number 14

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, Bank Guarantee**

BDS Clause Number 15

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 90 days so the bid security shall be valid for 90+28 = 118 days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Logistics Section , Level - 06 , Main terminal Building Jinnah International Airport

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Tuesday, September 8, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day *: **Tuesday***

Date: ***Tuesday, September 8, 2026***

Time *: **11:30 AM***

BDS Clause Number 19

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**
see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **5.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

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

Eligibility Criteria

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN)

Eligibility Criteria	Document
All interested bidders are required to attach undertaking here duly signed and stamped that they will pay minimum wages to their employees and pay overtime dues to all the employees for additional working hours as per labour laws of Pakistan and any other provincial/federal applicable laws.	Yes

Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Weightage

Technical Evaluation %	Financial Evaluation %
70	30

Technical Marks	100
Passing Marks	**70**
Technical Evaluation as per Clause E1 of the attached at Annexure A titled Bid Specific Document	
General experience of firm for provisioning of outsource vehicle services (Total Marks: 30), Distribution of Marks: Last 05 Calendar years (2021-25) - 20 Marks and 02 point for each additional year over and above the last five calendar years (2021 and earlier), maximum 10 points. Note: Form-B (Attach separate form for each experience. Agreement duration less than 12 months year with a particular firm/ client shall not be considered) (Qualitative) (Doc Required)	30
Specific experience for provisioning of vehicles fleet containing 30 vehicles or more in a single contract in last 05 Calendar years (2021-2025) (Total Marks: 30) Distribution of Marks : 01 Client - 20 Marks, 02 point for each additional client, maximum 10 points. Form-C (Attach separate form for each client. Agreements signed before 2021 shall not be considered) (Qualitative)(Doc Required)	30

Average bank balance in company/ firm’s account for the last 06 months. (Total Marks: 10) Distribution of Marks: for Rs. 3.0 Million - 07 Marks and 01 point for each additional 1.0 Million, maximum 03 points. Attach bank statement(s) from Jan, 2026 to June, 2026 (Qualitative)(Doc Required)	10
Average Annual Turnover duly audited by chartered accountant for the last 03 years.(Total Marks: 30). Distribution of Marks: 50.0 Million - 20 Marks and 02 point for each additional 5.0 million, maximum 10 points (Qualitative)(Doc Required)	30

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
HIRING OF GROUND TRANSPORTATION SERVICES ALONG WITH DRIVERS AT JIAP FOR THE PERIOD OF 36 MONTHS INCLUDING ALL TAXES EXCLUDING SST	**Address:** Logistics Section , Level - 06 , Main terminal Building Jinnah International Airport **Schedule:** With in 30 days of signing of contract **Quantity:** 1/job	1/job	6000000 PKR

Related Services :

No

Services Specifications

Positions Without Lots :

Position: HIRING OF GROUND TRANSPORTATION SERVICES ALONG WITH DRIVERS AT JIAP FOR THE PERIOD OF 36 MONTHS INCLUDING ALL TAXES EXCLUDING SST

Specifications / Requirements:

As mentioned in Annexure-A to the document titled Bid specifics

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Scope of Work

SCOPE OF WORK:

1. The contractor shall provide the vehicles as per Annexure-along with drivers at JIAP Karachi and shall be responsible for providing fuel and maintenance services and incurring all direct / indirect costs in respect of the services as described in these documents

2. For all official duties at Karachi, the contractor shall provide technically sound, fully serviceable and road worthy vehicles of approved make & models fitted with trackers per schedule of vehicles at Annexure-A.

3. An authorized representative of the contractor shall remain available at designated place within the airport premises during the period of operation of vehicles and on-call on twenty-four (24) hour basis.

4. The procurement of fuel, lubricants, spares and payments of wages to the drivers and other staff, maintenance and overhauling and ensuring valid documentation in respect of the vehicles provided by the contractor shall be the sole responsibility of the contractor.

While detailed Scope of Work is mentioned in**Bid Specifics Annexure A.**

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]		

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

7. **Effectiveness of Contract**

7.1. 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.**

8. **Commencement of Services**

8.1. 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.**

9. **Program schedule**

9.1. 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.

10. **Starting Date/Expiration Date**

10.1. 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.**

10.2. 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.**

11. **Entire Agreement**

11.1. 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.

12. **Modification**

12.1. 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.

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

13. **Force Majeure**

13.1. **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.

13.2. **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.

13.3. **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.

13.4. **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.

14. **Termination**

14.1. **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);

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

14.1.2. 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;

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

14.1.4. 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;

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

14.2. **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.

14.2.1. 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;

14.2.2. 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;

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

14.2.4. 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

15. **General**

15.1. **Standard of Performance**

15.1.1. 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;

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

15.2. **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.

16. **Conflict of Interests**

16.1. **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.

16.2. **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.

16.3. **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:

16.3.1. 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;

16.3.2. 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;

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

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

17.1. 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.

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

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

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

18.1.2. changing the Program of activities; and

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

19. **Reporting Obligations**

19.1. 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.

20. **Liquidated Damages**

20.1. **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.

20.2. **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.**

20.3. **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

21. **Performance Guarantee**

21.1. 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.**

21.2. 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.

21.3. 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**.

21.4. 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.**

22. **Sustainable Procurement**

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

D. Contractor's Personnel

23. **Description of Personnel**

23.1. 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.

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

24.1. 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.

24.2. 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.

24.3. 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

25. **Change in the Applicable Law**

25.1. 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.**

26. **Services and Facilities**

26.1. 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.

26.2. 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

27. **Contract Price**

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

28. **Terms and Conditions of Payment**

28.1. 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.

28.2. 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.

29. **Quality Control Identifying Defects**

29.1. 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**.

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

30.1. 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.

30.2. 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.

30.3. 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.

31. **Settlement of Disputes Amicable Settlement**

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

32. **Dispute Settlement**

32.1. **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: Pakistan Airports Auhority (Jinnah International Airport), APM JIAP Logistics Section , Level - 06 , Main terminal Building Jinnah International Airport

The Supplier is:

The title of the subject procurement is:HIRING OF GROUND TRANSPORTATION SERVICES AT JIAP

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 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.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

Pakistan Airports Auhority (Jinnah International Airport), APM JIAP
Logistics Section , Level - 06 , Main terminal Building Jinnah International Airport
+92-333-266-4711
Log.Jiap@gmail.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder’s Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

Pakistan Airports Auhority (Jinnah International Airport), APM JIAP
Logistics Section , Level - 06 , Main terminal Building Jinnah International Airport
+92-333-266-4711
Log.Jiap@gmail.com

For the Bidder:

Name: ………………………

Designation: ……………..

Address: ……………………………..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be ………………….

Number of GC Clause 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 Services till the time of alternate arrangements.

Number of GC Clause 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 services due to a conflict of a nature described in Clause GCC C2**.**

Number of GC Clause 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 **0.06%** 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.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 5.00% of the contract price in acceptable form of Pay Order

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

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.

Number of GC Clause F

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.

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

i. 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.

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

iii. 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.

iv. 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**.**

v. 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 Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Form 9: Bid Securing Declaration

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

Bid No.:***P91630***

To: **Pakistan Airports Auhority (Jinnah International Airport), APM JIAP Logistics Section , Level - 06 , Main terminal Building Jinnah International Airport**

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 **Pakistan Airports Auhority (Jinnah International Airport), APM JIAP Logistics Section , Level - 06 , Main terminal Building Jinnah International Airport**

(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., **HIRING OF GROUND TRANSPORTATION SERVICES AT JIAP (*P91630*)** 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: ………………………………………………

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.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: **Pakistan Airports Auhority (Jinnah International Airport), APM JIAP Logistics Section , Level - 06 , Main terminal Building Jinnah International Airport**

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

Annexure A - Bid Specifics

The bidder is required to download, read carefully and submit back the signed scanned copy of the document alongwith any information required therein.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure A - Bid Specifics** (page number: 69)

Annexure B - Form A B and C

The bidder is required to download, **fill all required fields in the form A, B and C**and submit back the signed scanned copy of the forms.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure B - Form A B and C** (page number: 90)

Annexure C - Price Schedule

The bidder is required to download, **fill all required fields, itemized prices as required in designated fields.**

Please note: Page 1 (A-1/2) Total Bid Price (for 36 Months) entered in the form must be same as entered in EPADS Final Bid Price.

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Annexure C - Price Schedule** (page number: 93)

Procurement Forms

Additional Forms and Documents

HIRING OF GROUND TRANSPORTATION SERVICES AT JIAP

REQUEST FOR PROPOSALS

DISCLAIMER

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

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

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

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

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

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

IMPORTANT NOTES

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

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

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

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

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

INSTRUCTIONS TO THE BIDDERS

A. DESCRIPTION:

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

B. SCOPE OF WORK:

B1. The contractor shall provide the vehicles as per Annexure-along with drivers at JIAP Karachi and shall be responsible for providing fuel and maintenance services and incurring all direct / indirect costs in respect of the services as described in these documents.

B2. For all official duties at Karachi, the contractor shall provide technically sound, fully serviceable and road worthy vehicles of approved make & models fitted with trackers per schedule of vehicles at Annexure-A.

B3. An authorized representative of the contractor shall remain available at designated place within the airport premises during the period of operation of vehicles and on-call on twenty-four (24) hour basis.

B4. The procurement of fuel, lubricants, spares and payments of wages to the drivers and other staff, maintenance and overhauling and ensuring valid documentation in respect of the vehicles provided by the contractor shall be the sole responsibility of the contractor. The payment of the fuel charges at actual consumption as per OGRA notified rates shall be made to contractor in monthly billing.

C. REQUISITE PROFESSIONAL EXPERIENCE:

C1. Company profile to be provided in line with Form-A to RFP. Experience of the firm shall be submitted in line with Form-B & Form-C to RFP clearly indicating the requisite information (01 form is to be filled for one contract).

C2. The firms/ Organizations keen to work must be:

a. A registered entity under the laws of Pakistan and shall provide a copy of its letter of incorporation, or other such document, indicating its legal status, as well as any other document showing that it intends to associate, or it has associated with, the other associates who are submitting a joint proposal. In case the Service Provider is a joint venture, letters of incorporation, or other such documents, shall be attached for all associates of the joint venture.
b. Registered with Federal and Provincial Revenue Boards for deduction of applicable taxes.

C3. Firm / Contractor shall have strong efficiency & discipline mechanism and would be responsible for the conduct of their officials at different offices of PAA at Karachi.

D. BIDDING PROCEDURE:

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

D2. Tender shall be submitted electronically via EPADs and Hard copy of Tender duly sealed and signed containing two (02) envelopes, one each for technical and financial proposals and clearly marked as **Technical Proposal** and **Financial Proposal** may be submitted at the Tender seeking office before closing time. Both envelopes shall be placed in one outer envelope and sealed. All the pages of Technical and Financial Proposals shall be duly signed by the authorized signatory. (Hardcopy submission of Bid is optional however the Original Bid Security in hardcopy must be received well before submission deadline, in case non-receipt of Physical / Hardcopy of Bid Security before submission deadline, the bid shall be rejected)

D3. All amounts should be typed legibly both in figures and words. Arithmetical errors found (if any) will be corrected as follows:

a. Where there is a discrepancy between amount in figures and words, the amount in words will prevail.
b. Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will govern.
c. Where there is a discrepancy between prices submitted via Schedule of Prices Form and EPADS Bid Prices, the EPADS Bid Price shall prevail.

D4. The successful bidder shall furnish a performance security @ 5% of the bid amount of fixed scope of services in the shape of Bank Guarantee on approved format /Pay order/ Demand Draft in favor of **PAA** (with validity of 30 days beyond the period of Contract and any extensions thereon) within 15 working days after the date of acceptance letter. Moreover, the successful bidder shall complete all codal / contractual formalities as communicated within said period. Failure to comply these instructions may result in rejection of the tender and forfeiture of the earnest money.

D5. Only one bid as per laid down specifications would be acceptable. Alternate bid(s) would not be acceptable.

D6. The bidder shall be responsible for accuracy, completeness and sufficiency of the bid. The bid prices should be inclusive of all applicable Government/Local Taxes and contract shall be executed with the technically qualified lowest evaluated bidder on stamp duties (on non-judicial stamp papers) @ 0.35% i.e. 35 paisa per Rs.100 of the total contract value, or any change therein. Price variation/conditional clause will not be acceptable.

D7. Conditional bid will not be accepted and is likely to be rejected.

D8. Sanctity of bids will be observed meticulously. Any bidder found persistently violating bid sanctity either by post-bid correspondence or by revising the terms of bids to the disadvantage of the lowest bidder will be disqualified.

D9. The Procuring Agency may reject all bids or proposals in accordance with PPRA Rules 2004 No. 33.

D10. The financial bids received without or short of earnest money will be rejected out rightly and will not be considered for further processing. Earnest money only in shape of Bank draft/pay order from scheduled bank in Pakistan IN FAVOUR OF PAA would be acceptable (SUBJECT TO VERIFICATION).

D11. The bid shall be valid for a period of 180 days from the date of opening of the tenders.

D12. The Bid Security/ Earnest Money shall be forfeited and the bid shall be liable to rejection:

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

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

E. <u>TECHNICAL EVALUATION CRITERIA</u>:

E1. <u>TECHNICAL EVALUATION</u>

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

<table>
<tr><th colspan="6">1. OVERALL EXPERIENCE</th></tr>
<tr><th>CRITERIA</th><th>*EXPERIENCE IN YEARS</th><th>MARKS WEIGHTAGE</th><th>MARKS OBTAINED</th><th>TOTAL MARKS (Out of 30)</th><th>REMARKS</th></tr>
<tr><td rowspan="2">General experience of firm for provisioning of outsource vehicle services
(Total Marks: 30)</td><td>Last 05 Calendar years (2021-25)</td><td>20</td><td></td><td rowspan="2"></td><td rowspan="2">Form-B
(Attach separate form for each experience.
Agreement duration less than 12 months with a particular firm/ client shall not be considered-Attach copies of signed agreements as proof)</td></tr>
<tr><td colspan="2">02 point for each additional year over and above the last five calendar years (2021 and earlier), maximum 10 points.</td><td></td></tr>
</table>

2. SPECIFIC EXPERIENCE

CRITERIA	NO. OF CLIENTS	MARKS WEIGHTAGE	MARKS OBTAINED	TOTAL MARKS (Out of 30)	REMARKS
Specific experience for provisioning of vehicles fleet containing 30 vehicles or more in a single contract in last 05 Calendar years (2021-2025) (Total Marks: 30)	01	20			Form-C (Attach separate form for each client along with copies of signed agreements)
	02 point for each additional client, maximum 10 points.				Agreements signed before 2021 shall not be considered)

3. AVERAGE BANK BALANCE

CRITERIA	*Avg. Bank Balance	MARKS WEIGHTAGE	MARKS OBTAINED	TOTAL MARKS (Out of 10)	REMARKS
Average bank balance in company/ firm's account for the last 06 months. (Total Marks: 10)	3.0 Million	07			Attach bank statement(s) from Jan, 2026 to June, 2026
	01 point for each additional 1.0 million, maximum 03 points.				

4. ANNUAL TURNOVER

CRITERIA	*Turn Over	MARKS WEIGHTAGE	MARKS OBTAINED	TOTAL MARKS (Out of 30)	REMARKS
Average Annual turnover duly audited by chartered accountant for the last 03 years (Total Marks: 30)	50.0 Million	20			Audited reports of last 03 years
	02 point for each additional 5.0 million, maximum 10 points.				

E2. **QUALIFICATION CRITERIA**

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

*E2.2 The marks shall be awarded on proportionate basis.

E3. **FINANCIAL PROPOSAL**

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

Quality Score (Qs)
Quality Score shall be calculated as:
Qs = Technical Score Obtained x 70/100

Financial Score (Fs)
Financial Score shall be calculated as:
Fs = Lowest Evaluated Bid Price/ Bidder’s Evaluated Bid Price x 30
Final Combined Score Final
Score = Qs + Fs

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

F. **GENERAL TERMS AND CONDITIONS**

Following general terms & conditions apply to this RFP:-

F1.1 PAA reserves the rights to accept or reject the bids in line with provisions of PPRA Rule 33.

F1.2 Bids are liable to be rejected if they are not conforming to the terms, conditions and specifications stipulated in this RFP.

F1.3 During the examination, evaluation and comparison of the bids, PAA at its sole discretion may ask the bidders for clarifications of its bid in line with PPRA Rule 31.

F1.4 The amount submitted as Earnest Money shall be refunded to the technically non-qualified bidders within 15 working days after announcement of technical evaluation results.

PROPOSED CONTRACT

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

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

G. PARTICULAR TERMS AND CONDITIONS

G1. TERMS OF THE AGREEMENT

G1.1 This agreement shall be signed for period of three (03) years commencing from the date of signing of the contract extendable to further six (06) months.

G1.2 The parties have the right to terminate this agreement by giving a three (03) months' notice with mutual consent in writing with assigning the reasons there-of.

G1.3 Notice in writing for the termination of the agreement shall be served through Registered Post, on the official letterhead bearing the signatures and seal of authorized representatives of the Party serving such notice.

G1.4 PAA reserves the right to terminate the contract with 01 month advance notice.

G1.5 PAA reserves the right to increase or decrease the quantity of Deployment of vehicles mentioned in Annexure -A.

G1.6 Any notice given pursuant to this agreement will be sufficiently given if it is in writing and received by the other party at the following address:

Pakistan Airports Authority (PAA)
Attn: Additional Director (E/M),
Jinnah Int'l Airport, Karachi

[Full name of the Service Provider]
Attn: [Name of the Service Provider's contact person]
[Service Provider's address]
Email: [Service Provider's email address]

G1.7 Notwithstanding anything contained herein, PAA shall have the right to terminate this agreement forthwith upon written notice through Registered post in case of any breach of the agreement by the Contractor and / or any other reason and in consequence of which the performance security of the contractor shall be forfeited.

G1.8 Delivery Schedule of Initial operation: The Contractor shall provide vehicles within thirty (30) days of signing of contract agreement. The contract may be terminated and securities be forfeited in case the contractor fails to do so. Alternatively, PAA shall have the right to impose liquidated damages at the rate of per day hiring charges of the un-supplied vehicles or any part thereof. Subsequently, other penalties will be applicable.

G1.9 If performance of any vehicle is found unsatisfactory at any time during the contract, the contractor shall replace it within 07 calendar days upon receiving written instructions to do so without any additional cost to PAA.

G1.10 The contractor shall keep the Performance Security (@five percent 5% of bid amount of fixed scope of services) valid until 30 days beyond the period of contract and any extensions thereon.

G1.11 The contractor shall have no claim against the PAA in respect of accrued interest on performance security(if in the form of pay order/DD).

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

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

G2. **VARIATION / AMENDMENT**

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

G3. **SCHEDULES / ANNEXES**

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

G4. **SCOPE OF SERVICES / DUTIES**

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

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

G.4.3 For all official duties at Karachi, the contractor shall provide technically sound, fully serviceable and road worthy vehicles of approved make &models fitted with tracker as per Schedule of Vehicles at Annexure-A.

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

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

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

G5. **SERVICEABILITY AND INSPECTION OF FLEET**

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

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

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

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

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

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

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

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

G6. EMPLOYEES OF THE CONTRACTOR

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

REVISION OF MINIMUM WAGES RATES; -

G6.2 Contractor shall be solely responsible for payment of wages / salaries and other benefits / allowance to his personnel that might become applicable during the contract under any Act or Oder of the Govt. of Pakistan. Price adjustment shall be allowed for revision of minimum wage rates by the Federal Government Such adjustment shall be implemented from the effective date of revision of minimum wages duly notified by the concerned department .The contractor may claim the financial difference against each such employee who was drawing salary less than the latest revised minimum wages rate prior to issuance of such notification. The amount to be claimed by the Contractor against such individual employee shall be calculated as follows;-

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

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

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

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

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

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

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

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

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

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

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

G7. METER READING

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

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

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

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

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

G8. PENALTIES

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

a) In case of breach of any conditions of the contract the contractor shall be liable to a penalty of up to Rs. 10,000/- (Rupees Ten Thousand Only) per violation.
b) In case of excess cost due to hiring of Vehicle from the market in the event of Contractor failing to provide contracted vehicles, PAA shall make deductions at double the rate of market hiring rate.

c) In case of un-serviceability or technical problem with any vehicle, the contractor can provide an alternative vehicle of equivalent or above status/make/model, in lieu of the assigned vehicle temporarily within 1 hour notice. But the payment will be released according to the contracted rates to the contractor. A penalty of Rs.5,000/- per case per day shall be imposed on the contractor in case of failure to do so.

d) The driver shall not leave the office / duty place without permission and shall not do any private work other than the normal duties. If the driver is found to be absent from the office, it will be taken as non-availability of the vehicle and the Contractor shall be liable to pay a penalty of Rs. 5,000 per occurrence.

e) The Contractor upon award of tender shall produce all the vehicles for regular service inspection and clearance of each vehicle specially before putting them into operation. No vehicle shall be put into operation without clearance and the Contractor shall be liable to a fine of Rs. 5,000/- per vehicle per day for non-compliance.

f) If the AC system of a vehicle is not giving proper cooling, a penalty of Rs. 2000/- per day will be imposed.

g) If a driver performs duty without uniform a penalty of Rs. 2000/day/individual shall be imposed.

h) If a driver performs duty without valid driving license, a penalty of Rs. 2000/day/individual.

i) If a driver misconducts at site, a penalty of Rs. 10000/day/individual shall be imposed.

j) If a driver commits unsafe working / driving practice, a penalty of Rs. 5000/event shall be imposed.

k) PAA shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paragraphs.

l) Any other offense not listed above , PAA may impose penalty Rs. 2000 up to Rs. 10000/ offense depending upon the severity of offense or the extent to which operations suffer.

m) The Contractor agrees that the decision of PAA in respect of any of the aforesaid penalties shall be final.

G9. PAYMENT AND BILLINGS

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

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

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

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

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

G10. ASSIGNMENT

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

G11**. INSURANCE AND INDEMNITY**

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

G11.2 In case an accident occurs involving death, personal injury or loss of property to any person not being PAA employee and PAA is required to settle any claim in this regard, PAA shall be entitled to be reimbursed forthwith by the Contractor and shall further be entitled to recover any amount paid by it in the settlement of any such claim from any amount or amount payable by it to the Contractor whether under this Agreement or otherwise.

G12. **INSOLVENCY AND BREACH OF CONTRACT**

G12.1 Should the Contractor be adjudged insolvent or make or enter into any arrangement for composition with the creditors or be wound up either compulsorily or voluntarily or commit any breach of this Agreement (not herein specifically provided), PAA shall have the right to declare this Agreement terminated forthwith in which case the Contractor shall be liable for encashment of Performance Security, confiscation of any moveable assets held with PAA, withholding of unpaid bills, and to pay the PAA for any extra expenses, which it might incur but he shall not be entitled to any gain or compensation from PAA.

G13. **COMMISSION AND GIFT ETC**

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

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

G13.3 Notwithstanding anything contained herein above, if at any future date it is established that such commission and / or fees of any kind have been paid or agreed to be paid in any manner whatsoever by the Contractor to any brokers or agents, persons or entities whatsoever, such sums shall be refundable immediately to PAA without prejudice to any other right or remedies of PAA and PAA shall be well within its rights to set-off such sums from any due amount that may be payable to the Contractor.

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

G14. **FURTHER ASSURANCE**

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

G15. **FORCE MAJEURE**

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

G16. **RECOVERIES**

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

G17. **MISCELLANEOUS**

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

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

G18. **SETTLEMENT OF DISPUTES**

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

G19. **SPECIAL CONDITIONS — HEALTH, HYGIENE & SAFETY**

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

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

G20. **DEPLOYMENT OF ALTERNATE VEHICLES**

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

G21. **LAW GOVERNING**

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

Photograph of the tenderer / authorized signatory

Form-A

COMPANY / FIRM PROFILE

TITLE & REFERENCE NO. OF TENDER:____

BID SUBMISSION DATE: ____

1. Name of Firm: ____

   a. Full address of registered office with telephone & fax numbers, email address and website:

   ____

   b. Full addresses of operating / branch offices with telephone & fax numbers:

   i) ____

   ii) ____

   iii) ____

2. Type of Firm: ____
   (Proprietorship / partnership or registered company / firm)

3. Name of Proprietor / Director of company / firm): ________________________________

4. Addresses of existing clients of the firm with phone & fax numbers, number of vehicles provided and amount and duration of contracts:

   i) ____

   ii) ____

   iii) ____

5. Authorized Representatives of the firm: ---
6. Additional information:

Date:

Signature of authorized person
Seal (Name, Designation)

Form-B

TOTAL EXPERIENCE OVER LAST 05 YEARS

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

[Name of the bidding firm]

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

Date:

Signature of authorized person
Seal (Name, Designation)

Form-C

SPECIFIC EXPERIENCE OF THE FIRM

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

[Name of the bidding firm]

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

Date:

Signature of authorized person
Seal (Name, Designation)

Form-A

COMPANY / FIRM PROFILE

Photograph of the tenderer / authorized signatory

TITLE & REFERENCE NO. OF TENDER:____

BID SUBMISSION DATE: ____

1. Name of Firm: ____

   a. Full address of registered office with telephone & fax numbers, email address and website:

   ____

   b. Full addresses of operating / branch offices with telephone & fax numbers:

   i) ____

   ii) ____

   iii) ____

2. Type of Firm: ____
   (Proprietorship / partnership or registered company / firm)

3. Name of Proprietor / Director of company / firm): ___________________________________

4. Addresses of existing clients of the firm with phone & fax numbers, number of vehicles provided and amount and duration of contracts:

   i) ____

   ii) ____

   iii) ____

5. Additional information:

Signature of authorized person
Seal (Name, Designation)

Date:

Form-B

TOTAL EXPERIENCE OVER LAST 05 YEARS

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

[Name of the bidding firm]

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

Signature of authorized person

Date: Seal (Name, Designation)

Form-C

SPECIFIC EXPERIENCE OF THE FIRM

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

.

[Name of the bidding firm]

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

Signature of authorized person
Seal (Name, Designation)

Date:

Annexure "A"
A-1/2

SCHEDULE OF VEHICLES

M/s

Part-A

S. No	Type Of Vehicle Required	Qty	Time of usage per day	Monthly Fixed Price / Vehicle (Rs.)		Total Monthly Fixed Price (Rs.)
				In figures	In words	
Vehicles Required on Permanent Basis						
1.	800-1000 CC Van Local Assembled With AC	7	12 Hrs.			
2.	800-1000 CC Van Local Assembled With AC	3	24 Hrs			
3.	1300 CC Auto Sedan Car with AC(Local Assembled)	8	12 Hrs.			
4.	1300 CC Auto Sedan Car with AC(Local Assembled)	10	24 Hrs.			
5.	800 – 1000 CC Pickup Local Assembled Without AC	5	12 Hrs.			
6.	800 – 1000 CC Pickup Local Assembled Without AC	3	24 Hrs.			
				Total Monthly Fixed Price of all Vehicles (Rs.)		
Total =		36		**Total Bid Price = 36 x Total Monthly Fixed Price of all Vehicles (Rs.)**		

Quoted rates should be in figures and words.

A-2/2

Part-B

Vehicles Required on as and When Required Basis					
S. No	**Type of Vehicle Required**	**Price / Vehicle (Rs.)**[Quote in both words and figures]			
		For 12 Hrs./ 150 KMs	**Single Trip/ Drop off 2 Hrs. or 50 KMs**	**Extra per KM**	**Extra Hour**
7.	800-1000 CC Van Local Assembled With AC	In figure: In Words:	In figure: In Words:	In figure: In Words:	In figure: In Words:
8.	800 – 1000 CC Pickup Local Assembled Without AC	In figure: In Words:	In figure: In Words:	In figure: In Words:	In figure: In Words:
9.	1200 – 1300 CC Sedan Local Assembled With AC	In figure: In Words:	In figure: In Words:	In figure: In Words:	In figure: In Words:
10	Toyota Land Cruiser V8	In figure: In Words:	In figure: In Words:	In figure: In Words:	In figure: In Words:
11	Toyota Fortuner	In figure: In Words:	In figure: In Words:	In figure: In Words:	In figure: In Words:
12	Double Cabin	In figure: In Words:	In figure: In Words:	In figure: In Words:	In figure: In Words:
13	Toyota Grandi	In figure: In Words:	In figure: In Words:	In figure: In Words:	In figure: In Words:
14	Toyota Altis	In figure: In Words:	In figure: In Words:	In figure: In Words:	In figure: In Words:
15	Toyota HIACE	In figure: In Words:	In figure: In Words:	In figure: In Words:	In figure: In Words:
16	Coaster	In figure: In Words:	In figure: In Words:	In figure: In Words:	In figure: In Words:
	Total =	**W**	**X**	**Y**	**Z**

Note:-

i. Quoted rates should be in figures and words.
ii. Bidders must quote both Parts i.e. Part-A & Part-B else the bid shall be rejected.
iii. Vehicles mentioned at Annexure "A" A-1/2 will be required for the duration of contract basis on daily basis (12/24 Hrs as mentioned against each vehicles). Vehicles mentioned at Annexure "A" A-2/2 will be required as and when needed.
iv. For all vehicles required as and when needed (i.e. Annexure "A" A-2/2) the MTO JIAP shall inform the bidder in advance and the vehicles should be arranged within 06 Hrs of intimation. Any delay in provision of these shall be counted as offense and applicable penalty shall be imposed during monthly billing.
v. Vehicles required as and when needed (i.e. Annexure "A" A-2/2) can be deployed / dispatched to any where in Sindh province.
vi. All vehicles shall be 2025 model or above and Maximum Mileage will be 20,000 Km. Vehicle acceptance / fitness shall be conducted accordingly upon delivery of vehicles.
vii. PAA reserves the right to deploy their own driver on provided vehicles mentioned in Annexure "A" A-1/2 and Annexure "A" A-2/2.
viii. Deployment and monitoring of vehicle shall be carried out by MTO JIAP. MTO JIAP may ask the bidder for tracking data of all vehicles from time to time which shall be provided within 03 working days.
ix. The quoted price shall include all applicable taxes / duties (except Sindh Sales Tax) and direct / indirect / administrative costs etc.
x. Running cost i.e. fuel cost will be determined separately as per working formula attached as Annexure "B".
xi. No Change in Rates shall be considered during the currency of the contract
xii. For as and when required vehicles, fuel and driver should be responsibility of contractor.
xiii. Monthly fixed mileage limit is 52000 KMs for Part-A of vehicles.
xiv. For Part B of Financial Bid, payment shall be made for extra hour and extra KM as under:
    - For extra hour but no extra KM, payment for only extra hour shall be made.
    - For extra KM but no extra hour, payment for only extra KM shall be made.
    - For extra hour as well as extra KM, both payments per hour as well as per extra KM shall be made based on actual use.

Annexure "B"

WORKING FORMULA
FUEL COST ON BASIS OF MINIMUM ACCEPTABLE FUEL EFFICIENCY OF VEHICLES

Vehicle Description (Vehicle-1)

Month	Duration		Fuel Price (Rs. / Ltr.)	Actual KM Run	Fuel Consumed (Ltr.)	Fuel Expense (Rs.)
Current Month	From (start date)	To (end date)	OGRA Rates		Actual KM Run / Fuel Efficiency	Rate x Fuel Consumed

Vehicle Description (Vehicle-2)

Month	Duration		Fuel Price (Rs. / Ltr.)	Actual KM Run	Fuel Consumed (Ltr.)	Fuel Expense (Rs.)
Current Month	From (start date)	To (end date)	OGRA Rates		Actual KM Run / Fuel Efficiency	Rate x Fuel Consumed

Vehicle Description (Vehicle-3)

Month	Duration		Fuel Price (Rs. / Ltr.)	Actual KM Run	Fuel Consumed (Ltr.)	Fuel Expense (Rs.)
Current Month	From (start date)	To (end date)	OGRA Rates		Actual KM Run / Fuel Efficiency	Rate x Fuel Consumed

Note:

The fuel consumed shall be calculated as per following formulae during the currency of the contract

a) **Fuel Efficiency = 10 KM / Litr. (for 800- 1000 CC Local Van Petrol)**
b) **Fuel Efficiency =10 KM / Litr. (for 800 – 1000 CC Local Pick Up Petrol)**
c) **Fuel Efficiency = 10 KM / Litr. (for 1200- 1300 CC Sedan Car Petrol)**