

REF: GMP/DGMPC/CONT/Janitorial/RYK/17

M/S _____

Sub: Provisioning of Janitorial Services at Rahimyar Khan Station.

Dear Sirs,

We are pleased to invite your sealed tenders for the Contract mentioned above. In case of more than one schedule separate tender for each schedule should be furnished. The terms & conditions of the tender/ supplies are given below:-

A) SUBMISSION OF TENDER

1. You are required to send your tenders addressed to General Manager Contracts & Agreements, PIA Procurement & Logistics Building JIAP Karachi latest by **25-01-2017 by 1030Hrs.** The tenders may be dropped in the tender box marked as “Tender Box Commercial Purchases” placed at the entrance of the PIA Procurement & Logistics Building latest by 10:30 hours on the specified date. You may also send your tenders through registered A/D mail addressed to General Manager Contracts & Agreements, which must reach before the closing date and time mentioned above. **Tenders will be opened at 11:00 hours** the same day in the presence of tenderers.
2. Tenders received after stipulated date & times shall not be considered. The Corporation will not be responsible for postal delays. The decision of General Manager Contracts & Agreements in this respect shall be final and binding.
3. Bidders are required to submit a Pay Order of Rs.2000/-(Non-Refundable) as tender fees along with Technical Proposal (Local Bidders).

B) EARNEST MONEY (Local Bidders)

The Tender should be accompanied a Pay Order payable (valid for 90 days from the date of tender opening) equivalent to 2 % of total bid value in the name of M/S PAKISTAN INTERNATIONAL AIRLINES as interest free Earnest Money (Refundable). Earnest Money in any other shape shall not be accepted. Earnest / Security Money deposited against a running contract (s) purchase orders(s) shall not be transferable as earnest money for any other tender. All tenders without Earnest Money shall not be considered.

C) SECURITY DEPOSIT (Local Bidders)

The successful tenderer upon award of Contract / Purchase Order will be required to furnish security deposit (pay order) in the amount equivalent to 5% of total tender value stated in the Letter of Acceptance as interest free Security deposit and to remain valid 3-months after the expiry period of the Contract. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above.

D) PREPARATION OF TENDER “Single Stage Two Envelope Basis”

- The BID (Tender) submitted shall comprise of a single package containing two sealed envelopes, each envelope shall be marked and will contain “FINANCIAL” and “TECHNICAL” proposal.
- On the given tender opening date only “Technical Proposal” will be opened in the presence of tenderers available.
- The “Financial Proposal” shall be shown to the parties but will be retained with PIA without being opened.
- After Technical Evaluation of the received Technical Proposals, Financial Proposals will be opened publicly at the date, time & venue to be announced and will be communicated to the bidders in advance.
- PIA will open the “Financial Proposals” publicly of the parties whose Technical Proposals have been found acceptable.
- Financial Proposals of the technically not-acceptable bids shall be returned *unopened* to the respective bidders.

E) PREPARATION OF TENDER - TECHNICAL PROPOSAL:

All mandatory requirements are given in the schedule

Please give all the available technical details of the items offered by you, supported with the technical literature, brochure, drawings and pictures, client list details, authorization certificates etc.

BIDS / Tenders / Technical Proposal received shall be evaluated in accordance with the given technical specifications.

PIA’s requirements with Technical Specifications are given.

Bidders **MUST**:

- Be registered with Sales Tax Authorities. (Please attach copy of Registration Certificate).
- Bid on Prescribed Proforma issued by PIA.
- Affix the company seal on all tender documents.

Mention clearly Tender Reference on **TOP RIGHT CORNER OF PROPERLY SEALED ENVELOPE, BEARING COMPANY’S STAMP**

F) PREPARATION OF TENDER - FINANCIAL PROPOSAL

The tenders should be enclosed in double cover. The inner cover should be sealed having enclosed the following documents:

- a) Schedule “A” duly filled in, signed and sealed.
- b) Original Pay Order for Earnest Money.
- c) Undertaking on Rs. 100/= above non-judicial Stamp Paper duly signed and stamped by a Public Notary Oath Commissioner.
- d) The outer cover should bear address of the General Manager Contracts & Agreements, PIA P&L Building, Karachi Airport and reference number of the tender with opening date of tender.
- e) All information about the services /material proposed to be supplied must be given as required in the schedule to tender.

G) PRICES

- a) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order / Contract.
- b) The Prices must be stated both in words and figures. Additional information, if any must be linked with entries on the Schedule to Tender.
- c) Offers must be valid for 90 days.

H) Duration of Contract

Contract will be awarded for the period one year further extendable two more terms on same rates terms and condition subject to satisfactory performance on mutual consent basis.

GM Contracts & Agreements
Procurement & Logistic Department
021-9904-3081
Contract. administration @piac.aero

Enclosed:

Schedule "A"

Schedule "B"

Schedule "C"

Schedule "D"

Schedule "E"

Schedule "F"

Schedule "G"

Schedule "H"

Schedule "I"

Schedule "A"
SCHEDULE - MANPOWER
LOCATION:- Rahim Yar Khan

M A N P O W E R									
SR. NO.	CATEGORY	REQUIRED AT		Unit Rate Rs.	Total Rate Rs.	Taxes	EOBI	SESSI	Total Amount RS
		BOOKING OFFICE	AIRPORT						
1	Supervisor	01	00						
2	CLEANER	01	02						
3	SWEEPER	01	01						
TOTAL		03	03						
									2% Earnest Money Rs.

SCHEDULE EQUIPMENT "B"
LIST OF MINIMUM CLEANING EQUIPMENT YEARLY REQUIRED FROM THE CONTRACTOR
LOCATION: Rahimyar Khan

S/NO	NAME OF MATERIAL	Brand	UNIT	QTY	Unit Rate	Taxes	Total Rs.
01.	Aluminum Stool 10 Ft		Nos	02			
02.	Aluminum Stool 6 Ft		Nos	02			
03.	Electrical Hand Grinding Polishing Machine		Nos	01			
04.	Vacuum Cleaner (Heavy Duty)		Nos	01			
05.	Any Other Equipment Required By the Corp.			06.			
	Aluminum Stool 3 Ft		Nos	02			
07.	Dust Collector with Handle and Brush		Nos	02			
08.	Glass Cleaning Viper (14") With Handle		Nos	02			
09.	Soap Disk 01 in Each Staff/Officer Toilet		Nos	05			

SCHEDULE MONTHLY MATERIAL "C"
LIST OF MONTHLY MATERIAL OF ALL OFFICES OF PIA

 Location: SALES OFFICE AND AIRPORT Rahimyar Kahn

S/NO	NAME OF MATERIAL	Brand	QTY	Unit Rate	Total Taxes Rs.
01.	Brushes for Scrubbing 06" Fitting With Rod		01		
02.	Brooms Hard 600 Grams (Good Quality)		03		
03.	Brooms Soft 200 Grams (Good Quality)		03		
04.	Brasso Metal Polish 100 ML		01		
05.	Basket for Collecting Trash 2/3		06		
06.	Duster Fine for Glasses 18x18"		10		
07.	Duster Rough for Doors 18x18"		10		
08.	Dettol Bottle 20 ML		08		
09.	Drain Opener 375 (Kiwi)		02		
10.	An Acid Taizab		03 Ltr		
11.	Loota Plastic (01 in Each Toilet to be available as required at all time)				
12.	Mops Long Cotton 6 Lb each (Chindi)		04		
13.	Mops Fitted With Rod 12" Cotton on Wooden Portion 650 Gms		04		
14.	Naphthalene Balls		05 Pkt		
15.	Phenyl Tins (Perfumed) Finis		12 Ltr		
16.	Parasol for Toilets (Roomi)		12		
17.	Roding Equipment for Sewerage Line As Required				
18.	Rubber Maps 15" With Rod		02		
19.	Soap Safe Guard 100 Gms		16		
20.	Toilet Paper 2 Ply Good Quality		15		
21.	Vim Small Size		10		
22.	Insect Killer Spray		04		
23.	Air Freshener		04		
24.	Brushes for Commodes		04		
25.	Pack Tissue Paper 100x2 Ply (Soft)		05 Pkt		
26.	Shampoo Perfumed (For Toilets)		03 ltr		

SCHEDULE - UNIFORM "D"
PAKISTAN INTERNATIONAL AIRLINES
OFFICE SERVICES SECTION
YEARLY SUMMAR UNIFORM WITH COMPANY MONOGRAMME
A:- Supervisor and CLEANER

S.NO:	DISCRIPTION	QTY
1	TROUSER LIGHT BROWN (ZEEN OR W/W)	1 Nos.
2	SHIRTS LIGHT BROWN (W/W OR ZEEN) (H/S)	1 Nos.
3	SHOES BLACK BATA/ SERVICE CANV AS	1 Pr.
4	APRON JACKET (ONLY FOR APRON AREAS)	1Nos
5	CAP NAVY BLUE	1 Nos

B:- SWEEPER

S.NO:	DISCRIPTION	QTY
1	TROUSER ORANGE (ZEEN OR W/W)	1 Nos.
2	SHIRTS ORANCE (W/W OR ZEEN) (H/S)	1 Nos.
3	SHOES BLACK BATA/ SERVICE CANV AS	1 Pr.
4	APRON JACKET (ONLY FOR APRON AREAS)	1Nos
5	CAP NAVY BLUE	1 Nos

SCHEDULE - UNIFORM "E"

 PAKISTAN INTERNATIONAL AIRLINES
OFFICE SERVICES SECTION
YEARLY WINTER UNIFORM WITH COMPANY MONOGRAMME
A:- Supervisor and CLEANER

S.NO:	DISCRIPTION	QTY
1	TROUSER KHAKI	1 Nos.
2	SHIRTS	1 Nos.
3	SHOES BLACK BATA/ SERVICE CANVAS	1 Pr.
4	APRON JACKET (ONLY FOR APRON AREAS)	1Nos
5	JERSY	1 Nos

B:- SWEEPER

S.NO:	DISCRIPTION	QTY
1	TROUSER PURPAL	1 Nos.
2	SHIRTS PURPAL (W/W OR ZEEN) (F/S)	1 Nos.
3	SHOES BLACK BATA/ SERVICE CANVAS	1 Pr.
4	APRON JACKET (ONLY FOR APRON AREAS)	1Nos
5	JERSY BROWN	1 Nos

EVALUATION CRITERIA
Total Marks – 100
Qualifying Marks– 75
JANITORIAL SERVICES PROVIDERS.

All the applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by a Firm/Company for its pre-qualification are under Oath.

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

Particulars of the Company

- a. Company (complete data required in the pre-qualification documents).
- b. Specific experience: - (similar nature of contracts executed / In-load during the last 5 years)
Minimum Value - Rs. 05 million per year.

A. Personnel working with the Firm/ Company –since last 1-10 years
(Marks Allocated – 10)

S. No	PARTICULARS	MARKS	
		PER UNIT	OBTAINED
1	No of Personnel		
I	10-20	07	
ii	20-40	08	
iii	40-60	09	
iv	61 & above	10	

2. Year of establishment of the firm/Company along with the certificate in corporation.
(Marks Allocated – 10)

i	12 - 23 Months	03	
ii	24 - 35 Months	05	
iii	36 - 48 Months	07	
iv	49 months and above	10	

3. Relevant Experience in Janitorial Services with documents.
(Marks Allocated –05)

i	01 - 02 Years	02	
ii	03 - 04 Years	03	
iii	05- 06 Years	04	
iv	7 and above Years	05	

4. Previous similar experience.
(Marks Allocated – 10)

i	Public Sector Organizations	05	
ii	Multinational companies	05	

- Performance certificates from the organizations.

**5. No. of Current contracts of the company
(Providing 100 workers daily)**
(Marks Allocated – 10)

i	1 – 4	2	
ii	4 – 6	5	
iii	7 – 10	7	
iv	10 & above	10	

➤ Attach the list along with the contact details of firm / company.

B. DETAILS OF EQUIPMENT

1. Janitorial Services Capacity Station Based Requirement

(Marks Allocated – 05)

i	fulfilling setup requirement including office / ware house (verified by of prequalification team)	05	
ii	Not fulfilling setup requirement(observation of prequalification team)	00	

2. EQUIPMENT

(Marks Allocated – 05)

i	Scrubbing Machine, Water sucking Pump, Garbage removing Trolleys , Vacuum Cleaners	5	
Ii	Safety Kits, Pressure gun, Double bucket wringer trolleys	2	
Iii	Aluminum Stools of different sizes	2	
iv	Glass Cleaning wipers, Bamboo Ladders	1	

C. GENERAL HYGIENIC CONDITIONS.

(Marks Allocated – 05)

I	Verified by the team at present locations of contracts other than PIA and personal interview of different firms representative conforming the level of satisfaction.	05	
Ii	Not satisfying (observe by the prequalification team)	00	

D. LITIGATION HISTORY OF THE FIRM

(Marks Allocated – 10)

I	No Litigation. (at Present)	10	
Ii	Black Listed / on going litigation	0	

E. PENALTY/FINE IMPOSED

(Marks Allocated – 05)

I	No penalty	05	
Ii	1 penalty	03	
Iii	2-3 penalties	02	
Iv	4 and above penalties	00	

F. FINANCIAL STANDING / STATUS OF FIRM

1. Income tax paid during the last 05 years (Attached -audited income Tax. Statement/balance sheet / receipted Tax Challans.

(Marks Allocated – 10)

I	Income Tax paid under Rs.0.5 million per Year.	05	
Ii	0.5 to 1.0 million per year	06	
Iii	2.0 to 3.0 million	08	

iv	4.0 million and above	10	
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2. Average annual turn over (for the last five years)
(Marks Allocated – 10)

I	Annual turn over Rs.3.0 million and above (A Class)	10	
ii	Annual turn over Rs.1.0 to 2.0 million (B Class)	08	

3. Financial standing of the firm / Company
(Marks Allocated – 05)

I	Last 02 years net worth statement (duly certified by a Chartered Accounts firm.	2	
ii	minimum funds available Rs.2.0 million- available/not	3	

Note: Attested copy of Bank Statement, showing list of one year transaction must be attached.

IMPORTANT NOTE:-

All participant bidders are required to be registered with EOBI & Social security failing which will be disqualified from the process.

Original / attested copies of registration are required to be attached with bid documents.

DRAFT AGREEMENT

This Agreement is made this day Of between PAKISTAN INTERNATIONAL AIRLINES CORPORATION. A Corporation existing and operating under the Pakistan International Airlines Corporation Act 1956 (XIX of 1956) and having its Head Office at Karachi Airport, Karachi (hereinafter called "PIA") of the one part of M/S (hereinafter called the "Contractor") executing this agreement through District Manager PIA Rahim Yar khan.

Whereas PIA is desirous of securing the complete Janitorial services in PIA premises at Rahim Yar khan more precisely described in (SHEDULE- AREA)

WHEREAS contractor has offered provisioning of required complete Janitorial Services, and

WHEREAS the contractor has further assured the PIAC that it has in its employment honest, efficient and technically skilled employees to provide the services to the entire satisfaction of PIA.

WHEREAS PIA, has accepted the offer extended by the contractor upon terms and conditions set herein below:

NOW THIS DEED WITNESSES ARE AS UNDER: -

ARTICLE - 1

TERM OF THE AGREEMENT: -

- a) This agreement shall, period one year two terms extendable on same rates terms and condition.

ARTICLE - 2

TERMINATION OF THE AGREEMENT: -

- a. Without prejudice to any other available rights/remedies, PIA shall have the right to terminate this agreement at its option for any reason specifically provided hereunder or otherwise in case of any breach of this agreement by contractor.
- b. The performance of services by the Contractor Under this Agreement shall remain under observation during the whole period of the Agreement, in case the services are found non satisfactory, below the specified standard or non-performance due to strike of the Contractor staff / man power, this Contract shall be terminated by PIA at any time with immediate effect without giving any notice and in such events the Contractor shall be BLACK LISTED and declared disqualified for future prequalification and award of any contract by PIA.
- c. Notwithstanding anything contained in this agreement each party shall have the right to terminate this agreement without assigning any reason or cause thereof upon 60 days written notice to the other party through registered post and / or confirmatory facsimile.
- d. PIA shall be entitled to terminate this agreement forthwith at any time upon serving notice in the event of misconduct either on the part of the contractor or its employee(s) or non-performance of responsibilities and services by the Contractor under Article 7 & 7a and other provisions of this Agreement.
- e. The termination shall be without prejudice to the acquired rights any liabilities of either party prior to termination.

ARTICLE - 3**PRICES: -**

In consideration of services provided hereunder, PIA agrees to pay to the contractor a total/sum of Rs. .in words per month Rs.In words per annum on monthly **LUMP SUMP BASIS** during the period of validity of this agreement after making all required deductions.

If the standard of services provided by the contractor is not upto the standard acceptable to PIA may get the required services performed through other ways and means at the risk and cost of the contractor and expenditure(s) incurred on obtaining such services shall be deducted from the amount(s) due from PIA, to the contractor.

If the required services are not satisfactory or contractor fails to provide the agreed services at the sole discretion of District manager PIA Rahim Yar khan or any other authorized officer of PIA, from District Manage PIA Rahim Yar Khan, following penalties will be imposed on him for his default in addition to all other rights and remedies available to PIA.

- a. **For non-performance:** Fine up to Rs. 2000/- will be imposed for Unsatisfactory performance (each service and deducted from the bill Of Janitorial Services) of the contractor.

ARTICLE - 4**PAYMENT: -**

Payment in respect of supply / services shall be made by concerned Finance Manager or any other authorized officer of PIA Rahim Yar khan within 21 days of the submission of the pre-receipt bills/certified bills, which are to be strictly in conformity with the agreed services. The payment(s) on lump sum basis shall be made to the contractor after deduction of all required Government taxes and fees levied by any Federal / Provincial Government or its authorities.

ARTICLE - 5**SECURITY DEPOSIT: -**

Successful bidder will have to submit a Pay order equivalent to 5% of the total contract amount. This will remain with PIAC, till 3 Months after the expiry of Contract of satisfactory services.

ARTICLE - 6**RECOVERIES: -**

When any amount is recoverable from the contractor under any provision of this agreement, PIA shall be entitled to deduct any such amount from the pending bills of the contractor, whether due in respect of this or any other agreement and/or from any other due a amount of the contractor lying with PIA and the Contractor shall have no objection on deduction of the same.

ARTICLE - 7**RESPONSIBILITIES OF THE CONTRACTOR: -**

- a. The contractor undertakes that he will provide complete janitorial Services in PIA premises described in (SCHEDULE AREA) as per instructions of District Manager PIA Rahim Yar khan. The quality and Standard of services to be provided by the contractor shall be to the entire satisfaction of PIA. For providing the said complete janitorial services in an effective and satisfactory manner the contractor shall maintain a minimum Work Force consisting of sufficient number of its

employee (as may be directed from time to time) at the premises and which will be in accordance with (SCHEDULE - WORK FORCE)

- b. All minimum required Material shall be provided by the contractor at its own cost and brought in sealed containers with original label of manufacturer at site of work as per (SCHEDULE - MONTHLY & YEARLY MATERIAL) by 5th of each Month and would be kept in storeroom to be provided by PIA. The same can be checked by Office Incharge or any other authorized representative of PIA, before emulsification and execution of the work(s) to be carried out in PIA, premises.
- c. In case the contractor fails to supply of the Cleaning Materials as prescribed in (SCHEDULE - MONTHLY & YEARLY MATERIAL) PIA, may purchase the required material from local market, and the amount spent on such purchase or purchases along with incidental expenses shall be deducted from the amount due to PIA by the Contractor. In addition to this the Contractor shall be liable to pay a penalty of 100% of price of the material.
- d. The Contractor shall be responsible for any adverse effect on any human being, PIA property or on foodstuff etc, which may occur by use of substandard material or its wrong application in any area.
- e. The Contractor hereby agrees and undertakes that with a view to providing appropriate and first rate execution of all Janitorial services under the provisions of this agreement, it shall maintain and agree to deploy sufficient work force of most efficient, honest, able bodies and experienced persons. These employees shall work for and on behalf of the contractor and by no means will they be treated as employees of PIA. The hiring and firing of employees is exclusive right of the contractor, who alone shall be competent to take disciplinary action of needed, against them. However, District Manager PIA Rahim Yar khan or its authorized official may ask the contractor to remove its employee/employees whom in the opinion of PIA or its authorized official, is/are undesirable person(s). The contractor shall immediately remove such employees and provide suitable replacement immediately so as to keep sufficient work force.
- f. The Contractor shall maintain a daily attendance of all its employees engaged in providing Janitorial Services to the Corporation. A copy of the attendance sheet of all the employees of the contractor shall be submitted each day on shift basis where required to the corporation within half an hour of arrival of each shift which will be subject to verification by physical head count. The object of providing attendance record to the Corporation is to ensure safety and security of its establishment and installation and also to enable it to monitor that the minimum work force of the Contractor is available to provide effective an satisfactory janitorial Services. In case the attendance falls short of the minimum Work force as prescribed in (SCHEDULE - WORK FORCE) the Corporation shall be at liberty to make such deduction from the amounts due to the Corporation from the (contractor as it may deem fit at the rate of Rs. 300/- per day per person.
- g. The shift pattern/deployment of Contractor's staff will be made by PIA.
- h. The Contractor shall pay the wages as per GOVT of Pakistan announced.

The contractor is bound to submit a certificate along with his bills, duly verified by the any Officer deputed from District Manager PIA Rahim yar khan that all the wages to its employees have been paid by the 5th of the each Month in accordance with the terms of this agreement. If at any stage, it is found that the contractor has issued a wrong certificate in this respect, and /or the employees(s) have been paid less amount in violation of any law or agreement have not been paid: PIA shall have the right to terminate this agreement forthwith and confiscate the entire security deposit of the contractor lying with it. No bill of the contractor shall be paid if not supported by required documents. If the Contractor fails to make payment to its employees by 5th of each month PIA make payments to them from the outstanding amount or bills of the contractor in order to avoid any law and order problem on its premises and in addition shall impose 100% penalty on the contractor. If the contractor fails to make the payments to its employees for two consecutive months. PIA may terminate this agreement without giving any notice to him and shall forfeit his entire security deposit. The contractor shall pay the wages to its employees as per rules/laws of the country.

- i. The contractor hereby agrees and undertakes that it shall assign all such duties and responsibilities to its employees that may be necessary for first rate execution of Janitorial Services. In this

connection, it assures that its employees shall perform diligently the duties and responsibilities assigned to them.

- j. The Contractor shall be required to obtain clearance from Police Department and the Security Section of PIA in respect of all its employees engaged in provisioning of service within the premises of PIA. Unless they possess this clearance, they shall not be allowed to enter the premises of PIA. Furthermore, each employee shall be required to produce to PIA, a certificate from a Registered Medical Practitioner to confirm in that such employee is free from all infectious diseases at the time of employment and subsequently on an annual basis also. All expenditures. Incurred in this respect shall be the sole responsibility of the contractor. The contractor shall provide a complete list of its workers to be deployed on PIA, premises to the office of District Manager PIA Rahim Yar Khan.
- k. For the purposes of identification and security the Contractor shall issue proper identity cards to all its employees who may be detailed to work within the premises of PIA in connection with rendering of the services and the employees will display their identify cards while on duty.
- l. The contractor undertakes and agrees that in the performance of its contractual obligations assumed by it under this agreement, it shall fully comply with all the applicable laws, rules and regulations and customs prevailing from time to time in the country including but not limited to payment of wages / allowances, insurance of employees and workers, their medical attention, gratuity, grant of annual, sick and casual leave and other rights, facilities and benefit(s) to which employees may be entitled to and hereby expressly agreed and understood by the contractor that all responsibilities to its employees in this regard are his liability time whether under any existing or future law or otherwise shall not result in any additional cost to PIA. The workers deployed by the contractor shall be paid as per applicable rules certificate of payment i.e. pay sheet and attendance sheet have to be attached along with bills.
- m. The contractor shall be solely liable for any act or omission in contravention of laws, and PIA shall not be liable for any of his act or omission. If any legal proceedings are initiated against PIA for any act or omission of the contractor. The costs (including the incidental and the consequential cost) shall be borne by the contractor and PIA shall have the right to recover the cost from any due amount of the contractor.
- n. The contractor accepts total responsibility for the settlement of all claims resulting from death, injury, burn or accident of any kind to its employees, officers advisors agents or any other third person acting for and on its behalf in the discharge of the said services under this agreement.
- o. If any law requires that one or both the parties register this agreement pursuant to such a law the entire cost of such registration shall be borne by the contractor.
- p. If any loss or damage is caused to PIA's property by any employee, officer or representative of the contractor, such loss shall be made good by contractor.
- q. The contractor warrants that it is bonafied and independent legal entity working in its own name, account and acknowledges that this agreement does not confer in any manner whatsoever upon it or any individual employed by it, the status of any employee, worker, officer, agent or advisor of PIA.
- r. The contractor shall obtain/maintain insurance coverage's for its employees and or/third party or any property for any claim arising under any applicable laws from the performance or non-performance or its contractual obligations under this agreement.
- s. The contractor further undertakes and agrees to indemnify and hold harmless, PIA, its officers and agent from and against any and all claims, demand, liabilities, damages, and expenses of any nature whatsoever, arising from or out of the execution or performance of any service under this agreement by the contractor, its employees or its agent.
- t. All the above said liabilities of the contractor are without prejudice to its order present/future liabilities arising from this agreement whether due to the performance and /or non-performance of its contractual obligations or otherwise.

- u. Contractor will provide prescribed uniform described in (SCHEDULE UNIFORM) to its employees. All employees shall wear neat and clean uniform at all the times while on duty. If any employee is found without wearing proper uniform or wearing dirty/torn uniform a penalty Rs. 25/- per person per day will be imposed and deducted from the monthly bills.
- v. If the standard provided by the Janitorial Contractor is not up to the standard acceptable to PIA or the Contractor's employees go on strike for any reason, then PIA may get the required Janitorial Service performed through other ways and means at the cost and risk of the contractor and the expenditures incurred on obtaining such services shall be deducted from amounts due from PIA to the contractor. If the services provided by the contractor are not satisfactory at the sole discretion of PIA representative then any of its authorized Official no less than District Manager Rahim yar khan may impose a penalty not exceeding 10% of the total monthly bill for that month, moreover, PIA shall be at liberty to terminate this agreement without any notice. In the event of such termination entire security deposits of the contractor shall be confiscated by PIA.
- w. The Cleaning Equipment provided by PIA has been described in SCHEDULE EQUIPMENT.
- x. Cleaning Equipment shall be provided by the Contractor as has been described in SCHEDULE-EQUIPMENT.
- y. The contractor shall be responsible for the complete Repair / Maintenance. Overhaul and upkeep of all Cleaning Equipment / Machines through reputed firms to the entire satisfaction of PIA. Repairs when required shall be made in the shortest possible time. Replacement of parts whenever required, to keep the equipment / machines in good running condition shall be the responsibility of contractor who will ensure that equipment does not remain un serviceable for more than 7 days, a penalty of Rs. 500.00 (One Hundred only) per day will be imposed to the Contractor for each machine separately.
- z. Contractor is required to submit the certificates regarding payments of applicable taxes (i.e. EOBI, SESSI) of the manpower performing services under the contract on quarterly basis to Works and Finance Departments.

ARTICLE - 7A

SERVICES TO BE PROVIDED BY THE CONTRASTOR: -

A. ON DAILY BASIS

1. Dry & Wet Cleaning /Sweeping and continuous mopping of all areas with hard or/and soft Brooms.
2. Dry & Wet Cleaning /Sweeping of all floor areas with Broom ensuring that these are free from dust, papers and other object which may otherwise look dirty. Thereafter cleaning of all the floors including floors of toilets with Phenyls, wet mops. Sweeping and Cleaning shall be carried out frequently as many times as necessary (minimum twice in each shift). While mopping, water to be used shall be mixed with perfumed Phenyl or Dettol or with other disinfectant and deodorant of approved brands.
3. Removing cigarette butts, waste paper and other waste material from the floors and cleaning of ashtrays (Once in each shift).
4. Keeping toilets clean and tidy at all times. Sanitation workers will frequently use Vim on Washbasins, Urinals, Commodes and other Sanitary Fittings and fixture inner and outer surface and put Naphthalene balls where required before they are exhausted. All toilets will be provided with deodorant and sprayed or sprinkled with disinfectant to overcome offensive odors.
5. Removing stains and spots from walls, partitions, door fixtures and windows taking all possible care to avoid damage to distemper color or paints.

6. Polishing of all metal plates, door handles ashtrays and other metallic decorative articles with non-acid polish.
7. Removing waste from all waste basket and dumping them only at the place designated for this purpose, all wastage, garbage dry leaves and bushes shall be removed from all locations and put in Specified places garbage yard (Kundies) outside PIA premises at contractor's own cost.
8. Washing of floors of offices, rooms. Kitchens, Corridors and all other areas with Electric Cleaning/Washing/Scrub Machine, other than office areas which will be washed as and when required.
9. Sweeping of roads and pavement within the area of work to ensure a clean look and ensuring that water outlets are not blocked at any time. Washing of the roads and pavements as and when required.
10. Regularly mopping of all offices areas and corridors and other with long open cotton mops (CHINDI). All place which are inaccessible for the long mops/cleaning machines are to be swept, Mopped and Washed by using appropriate tools and equipment as frequently as required so that the cleaning standard of all floor areas is maintained.
11. Washing and Cleaning of Striking of Mosaic and Glazed Tiles at all locations and ensure their cleanliness at all times.
12. Cleaning of all Carpets with Vacuum "Cleaners and to ensure removal of stains dust and foot step marks.
13. Cleaning of all windows pans and doors.
14. Disposing of all collected rubbish and all other items to the appropriate dustbins. Emptying of all dustbins as many times as necessary and keeping the dustbins in neat conditions.
15. Roding and clearing of material which may result in the choking of sewerage lines.
16. Contractor will ensure for cleaning/clearing of sewerage line inside and outside PIA premises.
17. All sump wells and soakage pits of PIA will be kept clean and no junk will be left in sump well and soakage pits.
18. Contractor will ensure to provide Towels, Lotus, Perfumed liquid Soap along with dispenser or Soap (Safe Guard/Dettol) small for all the times. Every morning all toilets will wash with Fhenyle and mopping all the time with water plus Fhenyle.
19. Contractor will provide proper UNIFORM to its employees for winter and summer season as per (SCHEDULE UNIFORM)
20. All Oily areas will be cleaned by using Saw Dust mixing with Neocene Oil and other appropriate Material.
21. Towel and standard Soap (LUX/CAPRI) will be provided in all Executive Toilets. (if any)
22. Contractor will ensure the availability of Naphthalene Balls, Parasols in the Toilets all the time.
23. Any other job assigned by PIA Management.
24. Any other services not described herein but required for first rate execution of Janitorial Services.

25. 4-Gallon capacity Plastic Dust Bin will be provided in Toilets, and Tea Making Places (Offices)

B. TWICE A WEEK BASIS

1. Washing of all the Windows, Ventilators, Partitions and glass pans with appropriate chemicals. Cleaning of Wire Netting/Grills/Expanded Metal and other decorative fittings, Sundry fitting and fitting of the Building.
2. Using Teepol /Liquid Soap, electrical scrubbing machines and water for scrubbing the floors including the floors of Toilets. Where using of scrubbing machine is not conveniently possible. Hard Brushes shall be used. Scrubbing of floors and Toilets entire Scrubbing of the floor is done twice a week.
3. Cleaning Sofa and Chairs in area of work
4. Washing / Cleaning of Towels.

C. ON WEEKLY BASIS.

1. Dusting and cleaning all the interior and exterior walls compounds walls and ceiling and ensure that these are free from Dirt. Dust. Webs and Nests.
2. Removing Cobwebs if any.
3. Cleaning / Washing of Workshops and other oily areas with kerosene Oil and Saw Dust (if any).
4. Cleaning of Vanishing Blind/Vertical Blind with Wet/Dry Duster.

D.ON FORTNIGHTLY/ OR AS AND WHEN REQUIRED BASIS.

1. All Marble Tiles Floors will be polished with Mansion Polish with Electrical Washing / Polishing Machine.
2. All Metallic Handles items are to be polished with Brasso or silvo.
3. Cleaning of Main Hole / Sewerage Line etc.

E.ON MONTHLY BASIS.

1. Washing of Oil Painted Walls/Doors/Windows etc.
2. Cleaning of Nullahs in front of Workshops / Shops if any.
3. Cleaning of Nullahs in Cleaning Shop (Ramp Shop) if any.
4. Cleaning of Roofs of all buildings.
5. Cleaning of all Sewerage lines in side or Outside the Building to CAA Re-Cycling Plant if any.

F. PERIODICAL CLEANING.

As and when required but minimum twice a year.

1. Cleaning/Sweeping/Washing/Removing of all Sewerage, Sump Wells, Septic Tank, Main Hole & Soakage Pits etc.
2. Cleaning of Under Ground/Over Head Tanks

3. Cleaning of Outer Nullahs if any.

ARTICLE - 8

INDEMNITY: -

The contractor undertakes and agrees to indemnify and hold harmless PIA, its Officers and agents from and against all claim, demands, liabilities, damages and expenses of any nature whatsoever, arising out of or resulting from this agreement whether due to performance / non performance of any services under this agreement by the contractor, its employees or its agent or otherwise.

ARTICLE - 9

INSOLVENCY AND BREACH OF CONTRACT: -

Should the contractor be adjudicated insolvent or made to enter into any agreement for composition with creditors or be wound up their compulsory or voluntarily or commit any breach of this agreement not herein specifically provided. PIA shall have the right to declare the agreement terminated forthwith, and in which case the contractor shall be liable to the confiscation of security deposit and pay PIA any extra expenses which it might incur but it shall not be entitled to any gain / compensation from PIA.

ARTICLE - 10

SCHEDULE: -

For all intents and purpose, the SCHEDULES annexed herewith shall form an integral, parts of this agreement and the contractor seal. SHALL bound to fulfill all the terms and conditions stipulated therein. A deviation from the terms and conditions incorporated in the annexed SCHEDULES or other part of the agreement shall be deemed to be violation of this agreement on the part of the contractor.

ARTICLE - 11

FORCE MAJEURE: -

Except as provided under this agreement neither party shall be liable for any failure or delay in performing their obligations due to any cause beyond its reasonable control including without limitation, act of public enemy, war rebellion, insurrection, accident, act of God, and act of state or of the judiciary.

ARTICLE - 12

CORRESPONDANCE: -

The contractor shall not correspond with or approach any other authority persons directly or indirectly, whether the staff of PIA or OTHERWISE EXCEPT THE DISTRICT MANAGER /GENERAL MANAGER OR DIRECTOR CONCERNED regarding any matter arising from this or any other agreement with PIA. The contractor may carry on correspondence with the designated officials of the user department.

ARTICLE - 13

NOTICES: -

All notice, requests and demands given to or made upon the parties shall be in writing and posted through registered mail confirmatory telex at the addresses set forth below: -

PIA PAKISTAN INTERNATIONAL PIA BOOKING OFFICE 04 NEW OFFICERS COLONY ABU-DHABI ROAD RAHIM YAR KHAN.068 9230205.

CONTRACTOR:**ARTICLE - 14****BRIEF: -**

Any bribe commission, gifts or advantages given promised or defrayed by or on behalf of the contractor or his partner, agent or servant or any on its behalf to any office servants, representative or agent of PIA, for showing or for bearing to show favor or disfavor to any person interrelation to this or any other agreement as aforesaid shall subject the contractor to the cancellation of this and all or any other contract and decision of DIRECTOR CONCERNED in this respect shall be final and binding on the contractor.

ARTICLE - 15**NO BROKER: -**

It is understood and agreed that no Broker Agents have participated in bringing the parties together in the negotiations, and preparation of this agreement and contractor hereby warrants that price of the subject matter of this agreement hereof has not been enhanced or increased to accommodate directly and/or indirectly and commission a fees to any person or entity whatsoever. Contractor agrees to indemnify and hold harmless PIA from and against all claim, demands, liabilities, damages, losses and judgments which may be suffered by accord against, charged to are recoverable from PIA and which arises out of contractor's actions or negotiations with or in respect to Brokers or Agent.

Notwithstanding anything contained herein above, in the event that any future date it is established that such commission and/or fees of any kind have been made by contractor to any brokers or agents or persons or entities whatsoever, such sum shall be refundable immediately to PIA by the briber without prejudice to any other rights or remedies of PIA.

ARTICLE - 16**ASSIGNMENT: -**

The contractor shall not sublet, transfer or assign this agreement to any party without the prior written permission of PIA.

ARTICLE - 17**APPLICABLE LAW: -**

This agreement shall be governed by the laws of Islamic Republic of Pakistan.

ARTICLE - 18**WAIVER: -**

The failure 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 effect the right of that party thereafter to enforce the same nor shall the waiver by either party or any breach of the terms or provision here of taken or held to be waiver of any succeeding breach of any such terms or provision itself.

ARTICLE - 19**AUTHORITY OF PERSON SIGNING CONTRACT & DOCUMENT: -**

Person signing this contract or any other document forming part of this contract on behalf of the contractor shall be deemed to warrant that he has the authority to do so from the contractor, and if on inquiry, it is revealed that to person so signing had no authority to do so, PIA may without prejudice to other legal rights/remedies cancel the contract without notice and hold the signatory liable of all costs and damages.

ARTICLE - 20**DISPUTE RESOLUTION: -**

If at any time any question, dispute or difference may arise between the parties under this agreement, either party may give a reasonable notice to the other party in writing at the existence at such question, dispute or difference specifying its nature and point an issue for conciliation, failing which the matter may be referred to Arbitrator nominated by the consent at both the parties in accordance with the provisions of Arbitration Act. 1940 or any statutory modification or the re-enactment thereof for the fine being enforced.

ARTICLE - 21**MISCELLANEOUS: -**

- a. This agreement supersedes all prior agreements and understandings relating to the subject. All terms and conditions of the tender documents and the quoted rates vide attached SCHEDULES are valid to the extent they are not repugnant with the terms and conditions of this agreement.
- b. Titles are inserted in this agreement for the purpose of reference/and convenience and in no way define, limit or describe the scope or intent of agreement and/or not to deemed an integral part thereof.
- c. This agreement shall not be varied, modified, altered, amended or supplemented etc except by the mutual consent, of the parties in writing.
- d. The contractor agrees that it shall from time to time do and perform such other and further acts or things and execute and deliver any or all such other and further assignments as may be required or reasonable request by PIA to establish, maintain and protect its right and remedies under this agreement.
- e. This agreement shall be binding upon and shall incur to the benefit of both parties.

IN WITNESS WHEREOF the parties hereunto set their hands on the days, month and the year mention herein above.

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF THE

Pakistan international Airlines Crop.

CONTRACTOR.

NAME _____

DESIG _____

SEAL _____

WITNESS

WITNESS

SIGN _____

NAME _____

NIC NO. _____

ADDRESS _____

Schedule "H"**INTEGRITY PACT / DISCLOSURE CLAUSE**

(To be submitted on Company's Letterhead)

Declaration of Fees, Commissions and Brokerage Etc. Payable by the Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers of Goods, Services & Works _____ the Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative 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 forgoing the Seller / Supplier / Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including it affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

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

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

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

Schedule "I"
(To be submitted on Rs. 100 Stamp Paper)

General Manager Commercial Purchases & Contracts
Procurement & Logistics Division
Pakistan International Airlines
Karachi

Subject: Undertaking to Execute Contract

Dear Sir,

1. We/I, the undersigned tenderer do hereby confirm, agree and under take to do following in the event our / my tender for supply of _____ to PIA is approved and accepted:
2. That we / I will into and execute the formal contract, a copy of which has been supplied to us / me, receipt whereof is hereby acknowledge and which has been studied and under stood by me / us without any change, amendment, revision or addition thereto, within a period of seven days when required by PIA to do so.
3. That all expense in connection with the preparation and execution of the contract including stamp duty will be borne by us / me.
4. That we / I shall deposit with PIA the amount of security as specified in the contract which shall continue to e held by PIA until three months after expiry of the contract period.
5. That in event of our / my failure to execute the formal contract within the period of seven days specified by PIA the Earnest money held by PIA shall fortified and we / I shall not question the same.

Tenderer's Signature _____

Name in full _____
Designation _____
Address _____
Phone / Fax # _____
CNIC _____
Seal _____
Date _____