



**PAKISTAN INTERNATIONAL AIRLINES**

**PRE – QUALIFICATION  
OF CONTRACTORS FOR THE YEAR  
2023 – 2024**

*(EXTENDABLE FOR 02 TERMS)*

**(CIVIL, ELECTRICAL, HVAC&R, FURNITURE)**

**ENLISTMENT IN 'B' &'C' CLASS**

## **TENDER NOTICE**

### **PRE-QUALIFICATION OF CONTRACTORS FOR ENLISTMENT IN 'B' & 'C' CLASS**

1. Pakistan International Airlines Karachi intends to pre-qualify Contractors for Enlistment in 'B' & 'C' Class for a period of one year commencing from 2023 (Extendable with annual fee for each extension)
2. Contractors will be enlisted in B class for works costing upto PKR 3.5 Million and C class for works costing upto 0.5 Million , in the following categories
  - A. Civil Works
  - B. Electrical works
  - C. HVAC systems
  - D. Furniture/ Furnishing Works
3. All interested applicants, may download a complete set of documents from PIA / PPRA website. All completed documents must be submitted along with non refundable fee of Rs. 5000 per copy with the application in the form of a Pay Order / Bank Draft / CR to the name of "PIACL".
4. Application duly filled must reach the office of the General Manager (Facilities Management) by **10-5-2023 at 1500 Hours**. No late applications shall be entertained. The Tender will be opened on the same date at **1530 Hours**.
5. The queries may be referred to Assistant Manager Projects at **saniya.malik@piac.aero**.
6. PIA reserves the right to reject or accept any or all applications, as per PPRA Rules#33.

**General Manager(Facilities Management)  
First Floor , Facilities Management Division  
Flight Operation Building, PIA Head office  
Karachi Airport, Karachi.  
Tel: 99044640, 99043227**

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**“SECTION – I”**  
**PRE-QUALIFICATION OF CONTRACTORS**  
**FOR ENLISTMENT IN ‘B’ & ‘C’ CLASS**

1. Pakistan International Airlines Karachi intends to pre-qualify Contractors for Enlistment in ‘B’ & ‘C’ Class for a period of one year (Extendable with annual fee for each extension) for 02 more terms one year each on the basis of same Terms & Conditions subject to following.
  - i) Payment of annual fee
  - ii) Performance
  - ii) Approval of Competent Forum.
2. All Contractors are requested to submit following information:
  - a. Copies of registration of firm with Pakistan Engineering Council along with updated renewal
  - b. Name, Address, Phone, Fax and E-mail Address along with postal and telegraphic address.
  - c. Details of consortium / associations with any other firm.
  - d. List of similar assignments undertaken / in hand by the firm.
  - e. List of projects undertaken during last 05 years.
  - f. List of total personnel held for the last one year.
  - g. Consent to sign Disciplinary / Blacklisting Clause / Integrity Pact.
3. All interested applicants, may download a complete set of documents from PIA / PPRA website. All completed documents must be submitted along with non refundable fee of Rs. 5000 per copy with the application in the form of a Pay Order / Bank Draft / CR to the name of “PIACL”.
4. Application duly filled must reach the office of the General Manager (Facilities Management) by 10-5-2023 at 1500 Hours. No late applications shall be entertained. The Tender will be opened on the same date at 1530 Hours.
5. PIA reserves the right to reject any or all applications if firm is non-responsive or does not meet the requirement of Pakistan Engineering Council.
  - a. At any time a material misrepresentation is made of uncovered or.
  - b. The bidder is found to be insolvent or.
  - c. Any key personnel of the bidding organization is found to be proclaimed offender or.
  - d. The bidder does not provide within specified time the supplementary information sought by PIA to evaluate the organization / company.

**“SECTION – II”**  
**INTRODUCTION**

1. Pakistan International Airlines (PIA) Karachi intends to pre-qualify Contractors in ‘B’ & ‘C’ Class for enlistment in Civil, Electrical, HVAC and Furniture / Furnishing categories.
2. The pre-qualified contractors will be enlisted in the categories applied for a period of one year with effect from the date of their enlistment In PIA.  
The pre-qualified contractors will be required to deposit enlistment fee for their enlistment with PIA for a period of one year as follows:
  - a. ‘B’ Class : **Rs.20,000.00**
  - b. ‘C’ Class : **Rs. 10,000.00**
3. The pre-qualified contractors in ‘B’ & ‘C’ class will have the following limit:
  - a. ‘B’ Class : **Rs. 3.5 Million**
  - b. ‘C’ Class : **Rs. 0.5 Million**
4. Information regarding litigation and blacklisting, if any, may also be provided on a separate sheet.

**“SECTION – III”**  
**ENLISTMENT OF CONTRACTORS 2023-2024**

**01.** Name of the Firm / Companies / Sole Partnership \_\_\_\_\_  
(In Block Letters)

**02.** Address office / Factory \_\_\_\_\_  
\_\_\_\_\_

**03.** Category applied for:  Civil  Electrical  HVAC&R  
(Check only one)  Furniture / Furnishing

**04.** Class “B”  “C”

**05.** Full name of the Managing Partner / \_\_\_\_\_  
Partners of Managing Director / Chief \_\_\_\_\_  
Executive / Chairman of the firm \_\_\_\_\_

**06.** Telephone number : \_\_\_\_\_  
Fax : \_\_\_\_\_  
Email : \_\_\_\_\_

**07.** Title of firm (Provide partnership / Certificate of Incorporation of firm / Company deed if applicable)

- Sole Proprietor : \_\_\_\_\_
- Partnership : \_\_\_\_\_
- Any other : \_\_\_\_\_

**08.** Income Tax / Sales Tax Registration No. \_\_\_\_\_

**09.** Attach income tax statement for last 03 years.

**10.** Attach a copy of Bank Statement of last one year supported by Bank letter regarding sound financial standing of the firm.

**11.** Audited Balance Sheet of the firm certified by thy registered chartered accountant.

**“SECTION – IV”**  
**FIRM'S PROFILE**

**01.** Whether registered with the Pakistan Engineering Council and any other Government Semi Government / Autonomous or Semi Autonomous Organization. YES  NO

**02.** If yes, enclose copies of registration of the firm / consortium / joint venture with Pakistan Engineering Council along with update renewal and registration partnership deed among the partners and give list of all such organization where the firm is registered as a consulting firm.

**Name 1:** \_\_\_\_\_

**Name 2:** \_\_\_\_\_

**03.** Give details of staff / establishment including Curriculum Vitae (CV) of key professional staff as per specimen (use separate sheets if needed)

**“SECTION – V”**

**LIST OF TECHNICAL PERSONNEL/LABOUR WITH QUALIFICATION IN PERMANENT EMPLOYMENT OF THE FIRM / FOR THE LAST ONE TO TEN YEARS**

S.No.	Name	Designation	Qualification	Date of Appointment	Experience	Responsibilities	Remarks

**“SECTION – VI”**

**DETAILS OF PROJECTS / WORKS COMPLETED / IN HAND BY THE FIRM /FOR THE LAST TEN YEARS**

S.No.	Title	General Description of Works	Value of Contract	Date	Department / Organization to whom services were provided by the firm / consortium
					(Attach Details)



**“SECTION – VII”**

**CURRICULUM VITAE (CV) OF KEY PERSONNEL**

(Use separate of more sheets for each JV partner firm if needed)

Name of Applicant or participant of a joint venture	
Position	Professional

Experience / Employment	Name of Employer
	Address of Employer
	Telephone Contact (Manager / Personnel Officer)
	Fax Telex
	Job title Years with present employer

**“SECTION – VIII”**

**EVALUATION CRITERIA FOR SHORT LISTING OF CONTRACTORS**

- 01.** Pakistan International Airlines has established following criteria for short listing of contractors. The reason of setting up such criteria for evaluation of Contractor pre-qualification is solely to give a fair and just opportunity to each and every Contractor with a view to give necessary transparency to evaluation process. At the same time reduce discretionary powers of evaluators.
- 02.** It is warranted that firm applying for pre-qualification must provide reliable and true information about itself and its key personnel. The integrity of firm is at stake. The information requested for and supplied by firm must be supported by authentic documentation and certified by contractor himself to be true and factual. The information supplied with regard to key personnel and their experience, must not only be certified by the firm but must also be signed and own certified by the person himself. In case any information supplied by firm pertaining to its own experience or that if its key personnel is determined to be false, the firm will automatically be liable to disqualification and outright rejection.
- 03.** It is also to be informed to all that applying on 02 separate names, of same firm will liable to be disqualify both the parties.
- 04.** All parties must have following facilities/ information in hand and required to be furnished as and where the evaluation committee asks.
  - (i) Proper Office / address
  - (ii) NTN / GST (if applicable) certificates must issued on the name of firm not to individual.
  - (iii) All technical staff shall be presented in person if required so, by evaluation committee.

**EVALUATION CRITERIA FOR SHORT LISTING OF CONTRACTORS (CIVIL  
ELECTRICAL & HVAC**

[Max 100 MARKS]

Qualifying Marks for “B” Class 75%

Qualifying Marks for “C” Class 45%

Evaluation of Bidder: M/s. \_\_\_\_\_

**A) EXPERIENCE FOR WORKS & REGISTRATION PERIOD WITH P.E.C:-**

**(50 MARKS)**

- (1) SPECIFIC EXPERIENCE COMPLETION OF WORKS COSTING UP TO RS. 10 MILLIONS IN LAST 05 YEARS:** Marks to be given for cumulative works for 10 Million or more EACH YEAR ( Completion certificates to be attached) **(25 MARKS)**

S.NO.	WORK EXPERIENCE	MARKS	OBTAINED MARKS
i	For last 5 years	25	
ii	For last 03 years	15	
iii	For last 02 years	10	

- (2) GENERAL EXPERIENCE COMPLETION OF WORKS COSTING UP TO RS.0.5 MILLIONS IN LAST 5 YEARS** **(15 MARKS)**

S.NO.	WORK EXPERIENCE	MARKS	OBTAINED MARKS
i	1 – 5 works each year	05	
ii	6 – 9 works each year	10	
iii	10 & Above works each year	15	

- (3) REGISTRATION PERIOD WITH P.E.C:-**

**(10 MARKS)**

S.NO.	NO. OF PROJECTS	MARKS	OBTAINED MARKS
i	1 – 4 Years	03	
ii	4 – 9 Years	07	
iii	10 & Above Years	10	

**B) QUALITY OF STAFF:-**

**KEY PERSONNEL**

**CATEGORIES:- (CIVIL / ELECTRICAL / HVAC)**

**(1) ENGINEER / ASSOCIATE ENGINEER:-**

**(15 MARKS)**

**I. QUALIFICATION:**

**(06Marks)**

S.NO.	QUALIFICATION	MARKS	OBTAINED MARKS
i	B.E.	6	
ii	Diploma	3	

**II. EXPERIENCE:**

**(05 Marks)**

S.NO.	RELEVANT EXPERIENCE	MARKS	OBTAINED MARKS
i	03 – 05 Years	02	
ii	06 – 09 Years	04	
iii	10 & Above Years	05	

**III. REGISTRATION PERIOD WITH P.E.C:**

**(04 Marks)**

S.NO.	REGISTRATION PERIOD	MARKS	OBTAINED MARKS
i	01 – 04 Years	2	
ii	05 – 09 Years	3	
iii	10 & Above Years	4	

**(2) SITE ENGINEER :-**

**(10 MARKS)**

**I. QUALIFICATION:**

**(06 Marks)**

S.NO.	QUALIFICATION	MARKS	OBTAINED MARKS
i	B.E.	6	
ii	Diploma	3	

**II. EXPERIENCE:**

**(04 Marks)**

S.NO.	RELEVANT EXPERIENCE	MARKS	OBTAINED MARKS
i	01 – 04 Years	2	
ii	05 – 09 Years	3	
iii	10 & Above Years	4	

**(3) CAPACITY OF FACTORY WITH DETAILS OF TOOLS AND PLANTS MACHINERY HELD& SATISFACTORY PERFORMANCE**

**(08 MARKS)**

S.NO.	TOOLS & PLANTS	MARKS	OBTAINED MARKS
i	Ascertained by the physical visit of the evaluation committee or nominated individual by the Committee	4	
ii	Satisfactory letter of performance from PIACL or outside (every letter 01 marks- max 4 marks )	4	

**(4) ENCLOSE DETAILS OF WORKSHOP / FACTORY**

**(08 MARKS)**

S.NO.	DETAILS OF WORKSHOP / FACTORY	MARKS	OBTAINED MARKS
i	Owned(Proof of Ownership)	8	
ii	Rental ( Tenancy Agreement)	4	

**(5) FINANCIAL CAPABILITY( For last 03 years)**

**(09 MARKS)**

S.NO.	FINANCIAL CAPABILITY	MARKS	OBTAINED MARKS
i	Average annual turnover 1-2 Million	6	
ii	For Additional: Rs. 2.0 Million	9	

**(6) LITIGATION IF ANY, AGAINST PIA WILL LIABLE TO BE DISQUALIFY**

While other cases will be required legal opinion from PIA Legal Division

**(7) MARKS WILL BE DEDUCTED ON THE FOLLOWING**

- i. FOR EVERY WARNING LETTER BY PIACL -- 02 MARKS
- ii. IF NON RESPONSIVE IN PARTICIPATION OF TENDERS FOR MORE THAN 03 TIMES - 5 MARKS

**EVALUATION CRITERIA FOR SHORT LISTING OF CONTRACTORS**  
**(FURNITURE)**

[Max 100 MARKS]

Qualifying Marks for “B” Class 75%

Qualifying Marks for “C” Class 45%

Evaluation of Bidder: M/s. \_\_\_\_\_

**A) EXPERIENCE FOR WORKS**

**(50 MARKS)**

- (1) SPECIFIC EXPERIENCE COMPLETION OF WORKS COSTING UP TO RS.3.5 MILLIONS IN LAST 05 YEARS:** Marks to be given for cumulative works for 3.5Million or more EACH YEAR ( Completion certificates to be attached)

**(25 MARKS)**

S.NO.	WORK EXPERIENCE	MARKS	OBTAINED MARKS
i	For last 5 years	25	
ii	For last 03 years	15	
iii	For last 02 years	10	

- (2) GENERAL EXPERIENCE COMPLETION OF WORKS COSTING UP TO RS.0.5 MILLIONS IN LAST 5 YEARS**

**(15 MARKS)**

S.NO.	WORK EXPERIENCE	MARKS	OBTAINED MARKS
i	1 – 5 works each year	05	
ii	6 – 9 works each year	10	
iii	10 & Above works each year	15	

**B) QUALITY OF STAFF:-**

**KEY PERSONNEL**

**CATEGORIES: - (FURNITURE / FURNISHING)**

**(25 MARKS)**

**I. QUALIFICATION:**

**(10Marks)**

S.NO.	QUALIFICATION	MARKS	OBTAINED MARKS
i	B.ARCH. / Interior Designing	10	
ii	Diploma (ARCH. / Interior / Furnishing)	5	

**II. WORK EXPERIENCE OF FIRM**

**(15 Marks)**

S.NO.	EXPERIENCE OF FIRM	MARKS	OBTAINED MARKS
i	01 – 05 Years	5	
ii	06 – 09 Years	10	
iii	10 & Above Years	15	

**(3) CAPACITY OF FACTORY WITH DETAILS OF TOOLS AND PLANTS MACHINERY HELD& SATISFACTORY PERFORMANCE**

**(08 MARKS)**

S.NO.	TOOLS & PLANTS	MARKS	OBTAINED MARKS
i	Ascertained by the physical visit of the evaluation committee or nominated individual by the Committee	4	
ii	Satisfactory letter of performance from PIACL or outside (every letter 01 marks )	4	

**(3) ENCLOSE DETAILS OF WORKSHOP / FACTORY**

**(08 MARKS)**

S.NO.	DETAILS OF WORKSHOP / FACTORY	MARKS	OBTAINED MARKS
i	Owned(Proof of Ownership)	8	
ii	Rental ( Tenancy Agreement)	4	

**(4) FINANCIAL CAPABILITY( For last 03 years)**

**(09 MARKS)**

S.NO.	FINANCIAL CAPABILITY	MARKS	OBTAINED MARKS
i	Average annual turnover 1-2 Million	6	
ii	For Additional: Rs. 2.0 Million	9	

**(5) LITIGATION IF ANY, AGAINST PIA WILL LIABLE TO BE DISQUALIFY**

While other cases will be required legal opinion from PIA Legal Division

**(6) MARKS WILL BE DEDUCTED ON THE FOLLOWING**

- i. FOR EVERY WARNING LETTER BY PIA CL -- 02 MARKS
- ii. IF NON RESPONSIVE IN PARTICIPATION OF TENDERS FOR MORE THAN 03 TIMES - 5 MARKS

**OBTAINED MARKS \_\_\_\_\_**



**"SECTION -IX"**  
**DISCIPLINARY CLAUSE**

**1. QUALITY, STANDARDS / WORKMANSHIP / QUALITY OF MATERIAL**

There would be no compromise on the quality of work, material and workmanship. The work must be according to the specified International Standards (ACI / AASHTO) or described by the Engineer In charge at Site. All activities of the job required to be discussed prior to start of work and must be carried out as per pre-decided quality parameters, if there would be any deviation, will require prior approval or logical reasoning otherwise rework will be carried out at the expenses of contractor.

**2. PENALTY CLAUSE**

- a) Deviation of specification describe in Work Order.
- b) Delaying Practices.
- c) Unsatisfactorily Performance.
- d) Labor / Staff are not fulfilling proper safety requirements.

The penalty amount can be up to 25% of the contract value maximum.

**3. MISCONDUCT / CORRUPTION**

Corrupt and fraudulent practices includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies, or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

**4. PROCEDURE OF BLACKLISTING OF FIRMS (AS PER PPRA RULES)**

**A. GENERAL CONDITIONS:**

- i) If any firm is not following the specification / standards as specified in Work Order, the firm will be intimated by an explanation letter on their postal address. In case the firm is not responding or keep on doing the same practice within 07 days, they will be issued warning letter on their postal address to

fulfill the standards of materials / workmanship, or other charges, whatever is describe in previous letter.

- ii) If any enlisted contractor is not Quoting the rates consecutively 03 tenders, the enlistment of firm will be suspended and will be restored after payment of penalty equal to 50% of enlistment fee.
- iii) Any falls Information's about the firm, equipments and the staff like qualification, registration with PEC, have submitted their degree / diploma etc. to some other firm.

**B. BLACKLISTING OF FIRM:**

As per PPRA Rule “19” all organizations are required to formulate appropriate procedure for blacklisting of any firm, in case of serious negligence at the end of contracting firm.

Therefore following procedure will be adopted for blacklisting of firm in (Works & Projects) Department.

- i) In case of deaf charges against any contracting firm, there enlistment license will be suspended forth with.
- ii) Before Blacklisting the Bidder shall be communicate in writing allegations causing Blacklisting and shall be offered an opportunity of hearing before the competent Authority.
- iii) The decision of PIAC Competent Authority will be final and required to be uploaded on PIA as well as PPRA website and communicate to contracting firm.
- iv) Time period for this whole procedure is 30 working days compulsory.

**Agreed**

**Signed by, the Authorized Representative / Proprietor of the Applicant Firm.**

**“SECTION –X”**  
**THE “INTEGRITY PACT”**

- 01.** Following procedures, which are in addition to standard legal and administrative requirements, will apply for pre-qualification of contractors for enlistment in ‘B’ & ‘C’ Class.
  
- 02.** Each bidder must submit a statement, as integral part of the tender documents with the following text:
  - a) This firm places importance on competitive tendering taking place on a basis that is free, fair, competitive and not subject to abuse. This firm is pleased to confirm that:
    - (i) It has not offered or granted, and will not offer or grant, either directly or indirectly through agents or other third parties, any improper inducement or reward to any public official, their relations or business associates, in order to obtain or retain this contract or other improper advantage, and
    - (ii) It has not colluded. And will not collude, with others in order to limit competition for this contract.
  
  - b) This firm has a “No-Bribery Policy / Code of Conduct” and a “Compliance Program” which includes all reasonable steps necessary to assure that no-bribery commitment given in this statement will be complied with by its managers and employees, as well as by all third parties working with this firm on the High rise office complex project, including agents, consultants, consortium partners, subcontractors and suppliers. Copies of our “No Bribery Policy / Code of Conduct” and Compliance Program are attached:”

On in cases where firms participating in the bidding do not yet have a “no bribery policy / code of conduct”

“This firms has developed, for the purpose of this tender, a “Compliance Program” (copy attached) which includes all reasonable steps necessary to assure that “no bribery commitment” given in this statement will be complied with by its managers and employees, as well as by all third parties working with this company on PIA projects, including agents, consultants, consortium parents, subcontractors and suppliers.
  
  - c) This commitment is in the name and on behalf of this firm’s Chief Executive Officer.

- d) This Company agrees for the resolution of any damage claims arising from this contract under Law of Pakistan.
- 03.** Bidders will also be required to submit similar no-bribery commitment for their subcontractors and consortium partners. The bidder may however cover the subcontractors and consortium partners in its own statement, provided the bidder assumes full responsibility.
- 04.** All payments shall be limited to appropriate compensation for legitimate services.
- 05.** Each bidder will make disclosure in bid documentation of beneficiaries and amounts of all payments made, or intended to be made, relating to bid and, if successful, implementation of contract.
- 06.** The successful bidder will also make full disclosure bi-annually of all payments to agents and other third parties during the execution of the contract.
- 07.** Within one year of completion of enlistment period, successful bidder will formally certify that no-bribes or other illicit commissions have been paid in order to obtain or retain this contract. The final accounting shall include brief details of goods and services provided that are sufficient to establish the legitimacy of the payments made.
- 08.** Statements required according to subparagraphs (b) and (d) of paragraph 2 will have to be certified by an appropriate senior corporate officer.
- 09.** In Pakistan, all forms of corruption are illegal, and Government will continue to prosecute offenders.
- 10.** This “Integrity Pact” however, focuses on bribery in order to obtain or retain contract or other improper advantage, including collusion with others in order to limit completion for this contract. This includes payments of other favors offered or granted in order to win a contract award, get a contract change order (adjusting the price, the specification, the time frame for implementation or any other important contract components) approved by PIA, get sub-standard or sub-specification performance approved by a public official or supervising engineer or his staff, circumvent tax, duty, license or any other legal obligations that should be met, or induce and official to breach his /her official duties in any other way.
- 11.** If a bidder fails to comply with its “no-bribery commitment”, the following sanctions will apply:-
- a) Denial or cancellation of contract; liability for damages to PIA in amount of 25% of contract value, unless PIA can demonstrate a higher damage, or bidder can

demonstrate a lesser damage; forfeiture of bid security; and debarment by PIA from bidding for further public contracts for such period as the PIA may deem appropriate. (The procedure of debarring / blacklisting of the firm is already elaborated in section (IX) of this document).

12. PIA has also set up a special officer in the Office of General Manager (Works) for investigation and handling of any report of extortion or bribery in public procurement.
13. The PIA will publically disclose the award decision including the evaluation report and the reasons for the selection of the successful bidder.
14. Bids, which do not conform, to the requirements of these procedures will not be considered.

**Agreed**

**Signed by, the Authorized Representative / Proprietor of the Applicant Firm.**