

REF: KDU/Transport/01/21

M/S _____

_____**SUB: HIRING OF TRANSPORT SERVICE FOR STAFF AT SKARDU STATION.**

Dear Sirs,

We are pleased to invite your sealed tenders for the item/Services 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 submit your tenders addressed to District Sales Manager, PIA Skardu station, latest by **18-03-2021 at 1100 hrs.** You may also send your tenders through registered A/D mail addressed to District Sales Manager, PIA Skardu station, which must reach before the closing date and time mentioned above. **Tenders will be opened at 11:30 hours** the same day in the presence of tenderers.
2. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays.
3. Bidders are required to submit a Pay Order of Rs. 3000/- (Non-Refundable) as tender fees along with Technical Proposal (Local Bidders).

B) EARNEST MONEY/BID SECURITY(Local Bidders Only)

The Tender should be accompanied a Pay Order payable (valid for 120 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/PERFORMANCE GUARANTEE (Local Bidders Only)

The successful tenderer upon award of Contract / Purchase Order will be required to furnish security deposit (Pay Order OR Bank Guarantee) 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) Instruction to Bidder**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 “TECHNICAL” and “FINANCIAL” 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 remained un- opened till the completion of tender process.

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 Govt Authorities, please attach copy of Registration Certificate (Local Bidders Only).
- Quote Rates.
- Bid on Prescribed Performa 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 (Local Bidders Only).
- d) The outer cover should bear address of the District Sales Manager, PIA Skardu station 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 120 days.

H) Duration of Contract

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

Note: PIACL reserves the right to reject any or all bids or cancel the procurement process at any stage without assigning any reason.

Yours truly,

Shakir Ali
District Sales Manager
PIACL Skardu
Phone: 920325-326

Schedule (A)
Hiring Of Transport Service For Staff at Skardu Station

Description / Model	Qty	Average KM/Month All Vehicles	Duration	Rate Calculation	Amount PKR
Micro-Van (14 seaters) (Diesel /Petrol) With A/c & Heater (2006 or Above)	01	2100Kms	10hrs	Base Value per month	
				Tax (If any)	
				Fuel Charges per month	
Monthly Base + Fuel with taxes if (any)					
Annual Charges Base + Fuel with taxes (if any)					

Note:

- Fuel Charges payment will be made on actual KM running Basis.
- For diesel operated vehicle 08km per liter and petrol operated vehicle 07km per liter fuel will be adjustable as per OGRA Notification rates.

DRAFT AGREEMENT

Hiring of Transport Services for Staff At Skardu Station

This AGREEMENT is made this day of _____ 2021 BETWEEN **Pakistan International Airlines**, a Corporation existing and operating under the **Pakistan International Airlines Corporation Act 1956** (XIX OF 1956) and having its head office at PIA Building, Karachi Airport, Karachi. (hereinafter called the “**PIA**” which expression shall include its administrators, legal representatives and assign) of the one part and

M/S. _____ (hereinafter call “**CONTRACTOR**” which expression shall include his partners, legal representative, heirs, successors and assign) of the Other Part.

WHEREAS PIA invited tender to hire vehicle of **2006 or above** model for transportation of **Staff At Skardu Station**.

WHEREAS the Contractor has offered the required Vehicle of **2006** or above model to **PIA** for of **Staff At Skardu Station** as per schedule attached on the terms and conditions appearing herein after at Skardu Station.

NOW, THIS DEED WITNESSED AS UNDER

- 1.1 This Agreement shall be valid for a period of **01 Year** commencing from _____ and expiring on _____ and further extendable for two terms on Mutual consent upon satisfactory performance.
- 1.2 This Agreement may be terminated by either party by giving to the other a notice in writing of **One month** as provided hereunder without assigning any reason thereof.
- 1.3 Notice in writing for the termination of the Agreement shall be served through Registered A/D post, on the official letter head bearing the signatures and seal of the representatives of the party serving such notice. For the purpose of service of notice, the following shall be official address of the parties.

ARTICLE 2: SECURITY DEPOSIT

2.1 Within (10) Ten days of the execution of this Agreement, the Contractor shall deposit Equal to **05%** Pay Order amounting Rs. _____ (in words _____) as interest free Security Deposit with Finance Manager (PIA Skardu). The Agreement shall not remain enforce if the contractor failed to pay the security deposit within the time stipulated hereof. PIA shall always have lein on this deposit to comply any recovery and amount in case the Contractor fails to comply with any provisions of this Agreement or any extension hereof, PIA will refund the security deposit in full or after making necessary recoveries / adjustment of any liabilities that may have arisen out of this Agreement.

ARTICLE 3: SERVICES TO BE PROVIDED BY THE CONTRACTOR

- 3.1 The contractor shall provide technically sound, fully serviceable and road worthy fleet, with fuel and lubricants etc., by the duly approved by the Station.
- 3.2 As and when required in writing by PIA, the Contractor shall either increase or decrease the number of vehicles, as may be determined by PIA in its sole discretion.
- 3.3 All drivers to be paid not less than amount (as minimum wages fixed by the Government for the current year) per month for the **10** hours duty and also provided uniform with shoes. They will remain in complete uniform during duty hours.

ARTICLE 04: PAYMENTS AND BILLING

4.1 In consideration of all transportation services provided under this Agreement, the Contractor shall be paid as following formula.

“A”

Micro-Van (14 seaters) (Diesel /Petrol) With A/c & Heater (2006 or Above)	Kilometer 2100Kms/ Per month	Base Value per Month per vehicle. Rs.....	Fuel Charges Per Month Per Vehicle. Rs.....	Total Impact of/per month. Rs.....
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Diesel fuel cost = 2100KMs/8 X OGRA Notified fuel cost of the month. Rs.....
 Petrol fuel cost = 2100KMs/7 X OGRA Notified fuel cost of the month. Rs.....

- 4.2 Rate per month is invited on the basis of average KM per month mentioned in the tender schedule, however payment to the contractor will be made on actual distance (KM) covered by the vehicles duly certified by the user department / Incharge Motor Transport
- 4.3 The bills of the Contractor must be submitted on monthly basis on 2nd of each calendar month to Station Manager, PIA Skardu. After certification and approval, payment of the bills shall be arranged by PIA within fifteen (15) days of the submission by the Contractor.

ARTICLE 5: RECOVERIES

- 5.1 Amongst any sum of money recoverable from the Contractor due to any default under this Agreement or otherwise, PIA shall be entitled to deduct the said recoverable amount from any money due to become due to PIA from the security deposit of the Contractor held by PIA or any bill payable to the Contractor.

ARTICLE 6: APPLICABLE LAW

- 6.1 This Agreement shall be governed by the Laws of Islamic Republic of Pakistan.

IN WITNESS WHEREOF
 The Parties hereinto set their hands
 On the day, month and the year
Mentioned hereinabove

For and on behalf of Pakistan
 International Airlines Corporation

For and on behalf of

Signature & Seal _____
 Name _____
 Designation _____

Signature & Seal _____
 Name _____
 Designation _____

WITNESS:
 Signature _____
 Name _____
 N.I.C. _____
 Address _____

WITNESS:
 Signature _____
 Name _____
 N.I.C. _____
 Address _____

TERMS & CONDITIONS

1. One Micro Van 14 Seater (Diesel /Petrol)2006 or above model With A/c & Heater.
2. Bidder is required to quote for the base rate per month clearly indicating the mode of fuel in the tender schedule either petrol or diesel, which shall remain fixed during the contract period whereas payments with respect to the running of vehicle shall be paid as per the following formula:
For diesel operated vehicle 8 km per liter.
For petrol operated vehicle 7 km per liter.

**OGRA FUEL RATES FOR THE MONTH OF FEBRUARY IS AS UNDER
PERTOL Rs.111.90 DIESEL Rs. 116.08 (For entire Month of February 2021)**

All prospective bidders are advice to take February 2021 OGRA rates for fuel calculation, however payments will be made as per the actual rates of the respective month.

3. The drivers must be properly dressed in PIA specified uniform while on duty.
4. All expenses incurred on maintenance / registration / insurance and fuel etc, other liabilities will be borne by the contractor.
5. All supervisors /Scheduling staff required for detailing / controlling of vehicles will be Contractor's responsibility.
6. Full trained drivers holding at least 03 years HTV Licenses must be detailed on the vehicles.
7. All vehicles will be inspected by the designated team with written permission / approval at least 07 days prior to deployment of contractual vehicle.
8. Installation of CNG kits in the vehicles is not allowed at any time, if found fine @Rs.5, 000/-per day will be imposed.
9. All charges like parking fees by City Government or by Cantonment Boards, entry fees and space charges by CAA or other agencies will be paid by the contractor.
10. The new Contract shall be for one year and further two terms extendable.
11. Company / Firm /Vendor must have at least five years transport services experience.

Note: Tender(s) not meeting any of the above condition will be rejected by the PIA.

TENDERER'S SIGNATURE _____

FULL NAME _____

ADDRESS _____

Requirements

01. Micro-Van (14 seater) (Diesel /Petrol)model (2006 & above) With A/c & Heater in excellent condition.
02. Duration of duty will be 10hours with daily mileage of 70KM per day.
03. Duration of agreement will be for one year.(extendable for further two years subject to satisfactory performance).
04. All expenses including POL, maintenance, registration, insurance etc. and all other liabilities will be borne by the contractor at his own cost.
05. The deployed staff/driver by contractor need to be in proper uniform as specified by PIACL management same may be provided by the contractor at his own cost.
06. Non Custom Paid (NCP) vehicles are not eligible.

Interested parties fulfilling the aforesaid conditions may also obtain Tender forms from Finance section PIA Booking Office Skardu after submitting Pay Order PKR 3000/- as tender fees (non-refundable) in favor of PIACL.

(To be submitted on Rs. 100 Stamp Paper)

**District Sales Manager
Skardu PIACL**

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 even tour/my tender for supply of _____ to PIACL 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 PIACL 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 be held by PIACL 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 PIACL the Earnest money held by PIACL shall fortified and we / I shall not question the same.

Tenderer's Signature _____

Name in full _____

Designation _____

Address _____

Phone /Fax# _____

CNIC _____

Seal _____

Date _____

Email: _____