REF: GMP/Insurance/Cabin-Cockpit Crew/025/19

Insurance Coverage for PIA Cabin and Cockpit Crew

M/S _____
_____
_____

Sub: Insurance Coverage for PIA Cabin and Cockpit Crew

Dear Sirs,

We are pleased to invite your sealed tenders for the item 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 Procurement, Supply Chain Management JIAP Karachi latest by 15-04-2019 till 10:00 Hrs. 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 10:00 hours on the specified date. You may also send your tenders through registered A/D mail addressed to General Manager Procurement, which must reach before the closing date and time mentioned above. Tenders will be opened at 11:00 hours on 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. The decision of General Manager Procurement in this respect shall be final and binding.

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 (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**

The successful tendered 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.

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 un-opened 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).
- Quote Rates, GST, and other taxes separately.
- 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 of one year (one term), extendable for further two terms with mutual consent on same rates, terms & conditions.

Muhammad Usman Akhtar
GM Procurement
021-9904-3081, 99044423
Email contract.administration@piac.aero
khijzpk@piac.aero

Enclosed: Schedule A
TOR
Evaluation Criteria
Integrity Pact
Undertaking to Execute the Contract

TENDER SCHEDULE "A"

Insurance Coverage for PIA Cabin and Cockpit Crew

S. No.	Description	Rate/ Month (PKR)
01	Insurance Coverage for PIA Cabin and Cockpit Crew	
	Total Monthly Charges Rs.	
	Total Annual Charges Rs.	
	GST (if applicable) Rs.	
	Grand Total (Annual) Rs.	

Attention:-

Noncompliance to the conditions mentioned below at Serial No. 1 to 5 will render the quotation for rejection at the time of opening of tenders.

Broad Terms and Conditions of Tender:-

1. Rates must be quoted in words and figures both inclusive of all taxes, charges, duties, expenses to be borne by the bidder.
2. Offer must be firm and final and valid for 90 days.
3. Incomplete, mutilated offer or offers without/deficient earnest money are liable for rejection.
4. Copy of certificate of registration with Sales Tax collectorate must accompany the quotation.
5. PIA will have the right to visit the facility / premises of the tenderer or call for any further documents to establish the capability of firms to undertake this order/contract. PIA"s decision in this regards shall be final will not be questioned in any court.

We/ I hereby confirmed having read and understood the terms and conditions of the tender and we / I expressly confirm and agree that our tender for the supply of above mentioned items are in terms of and subject to the terms and conditions of the tenders.

TENDERER"S SIGNATURE _____ DESIGNATION _____

ADDRESS_____

Tel No._____ Fax No._____ Email _____

GST No._____ NTN NO._____

SEAL _____

TERMS OF REFERENCE

Pakistan International Airlines Corporation (PIAC) intends to renew Insurance Coverage for its Cabin & Cockpit crew for the year 2019.

Interested Insurance Companies having a minimum of "AA" rating by PACRA or JCR-VIS may send their proposals, within 15 days of publication of this advertisement, specifying comprehensive information supporting their experiences in the relevant field.

Insurance company, offering lowest premium, as per the Terms of Reference and fulfilling the conditions available at PIA and PPRA websites will be awarded the contract.

Policy	Benefits	Cover
LOSS OF LICENCE (LOL)	Loss of License due to Sickness & Accident. Pilots being declared temporarily unfit shall be paid his/her salary and other emoluments by the PIAC for 78 weeks of such unfitness, inclusive of the complete accumulated Sick & Privilege Leaves. If such period is exceeded then such pilot(s) shall be covered by insurance not less than the amount paid for such 78 weeks.	Rs. 10,000,000/- (Max)
AVIATION PERSONAL ACCIDENT (APA)	Three times annual salary with full benefits for Pilots /Flight Engineers / Flight pursers / Flight Stewards and Air Hostesses. Death due to Accident or Terrorism. Death by Accident or Terrorism within twelve calendar months from date of accident. Permanent total Loss of sight of two eyes or Loss of two limbs by Accident or Terrorism with in twelve calendar months from date of accident. Permanent total loss of one eye or loss of one limb by Accident or Terrorism with in twelve calendar months from date of accident. Permanent total Disablement due to Accident or Terrorism. Temporary total disablement by Accident or Terrorism so long as the disablement continues, but not exceeding 72 weeks in respect of any one accident. Compensation under APA Insurance Policy will be doubled in case accident occurs in relation to: a) Any Test Flight. b) Engine out ferry flights. c) Training Flight. d) Northern Areas Flights. The Insurance Company shall pay APA Policy Sum Assured on death or disability occur, as a result of: • Undertaking flights into or out of an area where special dangers exist from conduct of war (declared or undeclared) or war-like acts or operations in that area and operations into danger areas.	Maximum 5 million 100% of the limit of Liability 100% of the limit of Liability 100% of the limit of Liability 50% of the limit of Liability 100% of the limit of Liability 1% Per week of the liability

	• **Attacks on aircraft or acts of sabotage or felonious acts including the acts of hijacking.** • **Civil War, Insurrection, rebellion and/or civil/political disturbances in the countries where a Pilot is based, slipping or traveling.** • **Explosives/inflammable material being carried on board the Aircraft.** **The Insurance Company shall pay APA Policy Sum Assured on internment Normal salary plus all admissible allowances, not exceeding a period of two years from the time he/she is posted missing and subsequently his/her death is established.**	
AIR TRAVELER'S (PERSONAL ACCIDENT) NON FLYING STAFF ON OFFICIAL DUTY	**Death** **Permanent Total Disablement by the loss by physical severance at or above the wrist or ankle of two hands or two feet or the total and irrecoverable loss or all sight in both eyes, or the loss as aforesaid of one hand together with one foot, or one hand or one foot together with the loss as aforesaid of all sight in one eye aforesaid** Permanent partial Disablement by the loss as aforesaid of one hand or one foot or all sight in one eye Permanent Total Disablement which, whilst not entitling the Insured to benefit under Benefit B or Benefit C above, shall after one year of such disablement and within two years of the date of such injury, totally and permanently disable the Insured for lifefrom attending to business of any kind Temporary Total Disablement preventing the Insured from engaging in business of any kind during such disablement. Disablement benefits payable under Benefits E above may continue for a total period not exceeding on hundred weeks in all, in respect of the same injury. These benefits shall not be payable in respect of any injury which results in a payment under benefit A,B,C or D above	Capital Sum Insured(Annexure -1) Occurring within three calendar month of the date of the occurrence of the bodily injury as aforesaid Capital Sum Insured Half of the Capital Sum Insured 6% of Capital Sum Insured per annum for life 0.15% of Capital Sum Insured per week

Annexure -1

Capital Sum Insured

	Category	Maximum Limit of Liability
ATPA	Group I – IV	150,000
	Group V – VI	300,000
	Group VII – VIII	500,000
	Group IX – X	750,000
	Director & Above	1,000,000

Conditions

Interested Insurance Companies having minimum "AA" rating from JCR-VIS and PACRA need to apply if they agree to the following terms.

1. Insurance companies will have to share the Underwriting information on the policies with PIA.
2. Insurance company will be bound to make payment of claims in any case within 15 days of submission of complete documents.
3. Civil Aviation Medical Board certification / decision will be considered as final for payment of compensation.
4. In case of death of an employee at any stage after permanent grounding by CAA, the legal heirs / dependents shall be eligible for receiving the compensation.
5. Insurance companies with Aviation experience will be given preference.
6. Draft Policy document will be submitted with the Tender Document.

INSURANCE COMPANIES EVALUATION CRITERIA

		E V A L U A T I O N C R I T E R I A				
S No.	Description	INSURANCE COMPANIES NAMES				
		A	B	C	D	E
1	Aviation Experience	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
2	Acceptance of Claims Payment within 15 days in any case	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
3	Acceptance of CAMB Decision Final / Not Challengeable	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
4	Acceptance of Legal Heirs to receive compensation in case of death of claimant	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
5	Minimum rating of the Insurance Company AA	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
6	PIA Drafted Insurance Policy Acceptance	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Conclusion (Qualified/ Unqualified)						

Note: Insurance company will be disqualified if there is any "No" in the above evaluation.

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 sub-division 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 its 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 an 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 time the sum of any commission, gratification, brief, 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.

(To be submitted on Rs. 100 Stamp Paper)

General Manager Procurement

Supply Chain Management
Pakistan International Airlines.
Karachi

Subject: Undertaking to Execute Contract

Dear Sir,

1. We/I, the undersigned tenderer do hereby confirm, agree and undertake to do following in the Event our / my tender for supply/ services 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 understood 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 be 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 be fortified and we / I shall not Question the same.

Tenderer's Signature_____

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