



REQUEST FOR PROPOSAL

**PROVISION OF SIXTEEN (16) TRAFFIC
MARSHALLERS AT JIAP, KARACHI**



Last Date of submission: As displayed on EPADS

Name of Firm and Rep to whom Issued: _____

Date of Advertisement: As per publication date

Website: PAA & PPRA Website & EPADS Platform

PAKISTAN AIRPORTS AUTHORITY
OFFICE OF THE CHIEF OPERATING OFFICER/ APM,
JIAP, KARACHI

For Pakistan Airports Authority

For Contractor



1. DEFINITIONS

- 1.1 “**Conditions**” means the terms and conditions of this request for proposal.
- 1.2 “**Confidential Information**” means all information including copies of PAA documents, ideas, computer programs, specifications, plans, drawings, pricing, marketing and customer information, and any other information marked or by implication, confidential.
- 1.3 “**Contract**” means an agreement enforceable by law.
- 1.4 “**Document**” means " any matter expressed or described upon any substance by means of letters, figures or marks, or by more than one of those means, intended to be used, or which may be used, for the purpose of recording that matter.
- 1.5 “**Insolvency Event**” means a person (a) entering into voluntary/compulsory liquidation, (b) having a receiver or administrative receiver appointed over any of its assets or being the subject of an application for administration, (c) entering into an arrangement or composition with its creditors or (d) becoming bankrupt.
- 1.6 “**Losses**” means any direct or indirect losses, damages, claims, demands, liabilities, costs (including legal costs) fines, penalties (including third party penalties), expenses, or claims (including but not limited to workmen’s compensation claims or grievances) and lost revenue suffered or incurred by PAA.
- 1.7 “**Bidder**” means firm, company sole proprietor or an organization who submits instant bid.
- 1.8 “**Service Provider**” means a firm, company or an organization who undertakes to provide Sixteen (16) Traffic Marshallsers at Jinnah International Airport, Karachi, for period of two (02) years, extendable for another Six (06) months.
- 1.9 “**RFP**” means Request for Proposal.
- 1.10 “**Similar Services**” means the work/service for which RFP is published.

2. INTRODUCTION

- 2.1 Pakistan Airports Authority (PAA) invites proposals from well reputed firm / company or an organization for providing Sixteen (16) Traffic Marshallsers at Jinnah International Airport Karachi to control traffic congestion on 24/07/365 basis, for a period of two (02) years, extendable for another Six (06) months. The intending service provider shall possess proven experience in providing Traffic Marshal services to large organizations. The contract shall be awarded for an initial period of two (02) years, extendable by a further period of up to six (06) months only, subject to satisfactory performance and at the sole discretion of the procuring entity. The service provider must fully comply with all eligibility criteria and parameters outlined in this RFP and shall strictly adhere to the prevailing Government minimum wage policy, Employees’ Old-Age Benefits Institution (EOBI) requirements, Social Security contributions, and all applicable taxes, duties, statutory, and regulatory obligations.

For Pakistan Airports Authority



For Contractor

2.2 The bidders may visit the location to ascertain the service to be provided before submission of Bids. However, for reference, description of the services required is given in the RFP.

3. PURPOSE OF RFP.

The purpose of this Request for Proposal (RFP) is to engage a qualified service provider for the provision of Traffic Marshals services on a 24-hour basis at Jinnah International Airport (JIAP), Karachi. Technical proposals submitted by the bidders shall be evaluated strictly in accordance with the prescribed technical evaluation criteria, and only the financial proposals of those bidders who qualify technically shall be opened and considered. Notwithstanding the foregoing, Pakistan Airports Authority (PAA) reserves the right to terminate or cancel the contract awarded to the successful bidder at any time in the event of unsatisfactory performance, submission of inaccurate or false information, or violation of any terms and conditions or clause(s) of the contract.

4. SCOPE OF WORK

The scope of service is defined and given in **Annexure – “A”** of this RFP.

5. INSTRUCTIONS TO BIDDERS

5.1 The bidder shall study the bidding documents and the instructions mentioned therein.

5.2 The bids will be evaluated on the technical and financial proposals submitted by the bidders. Financial bids of only those will be opened, who technically qualify as per the evaluation criteria.

5.3 The selection under this RFP shall be conducted through the “Quality and Cost Based Selection (QCBS)” method under the “Single Stage Two Envelope” bidding procedure, in accordance with Rule 36(b) of the Public Procurement Rules, 2004. Marks shall be allocated strictly on the basis of documentary evidence provided in the proposal. The contract shall be awarded to the bidder submitting an unconditional bid and obtaining the highest combined score under the Quality and Cost Based Selection method.

5.4 The proposals shall be uploaded on EPADS portal before due date i.e. on or before **16th February 2026** not later than **1130 AM**. Documents submitted after due date and time will not be entertained. Bid Security instrument in the form of Pay Order must reach to this office (in original) before opening of technical bid. The Technical Bids will be opened on the same day by the tender opening committee at 1200 hrs.

5.5 The technical proposal in PDF file shall include relevant documentary proof/ certificates as mentioned in “Bid Evaluation Checklist” and “Evaluation Criteria” alongwith all other required information/details/documents of this RFP with seal and signature on each and every page by the bidder. The PDF file should be titled as “Technical Bid - Provision of Sixteen (16) Traffic Marshalls at JIAP Karachi”.

For Pakistan Airports Authority



For Contractor

- 5.6 The financial proposal in PDF file shall include financial bid (as per **Annexure-B**), breakdown of costs showing manpower category-wise per person wages, all regulatory payments including taxes (except Provincial Sales Tax on Services), EOBI, Social Security, Uniform, Conveyance, Service Charges etc. The PDF file should be titled as "Financial Bid - 16 Traffic Marshallsers at JIAP Karachi".
- 5.7 The details of the bid security, amounting to **Rs.450,000/- (Rupees Four Hundred Fifty Thousands Only)** in the form of a Pay Order, shall be entered / uploaded on EPADS along with a scanned copy thereof. The original bid security must be submitted to and received in the office of the **Officer In-charge (HR), JIAP Karachi**, prior to the bid opening date and time. In addition, bidders may submit the complete bid documents in hard copy form to the office of the **Officer In-charge (HR) JIAP Karachi, Level VI, Jinnah International Airport Karachi on or before 16th February 2026 (not later than 1130 Hours)**.
- 5.8 The bidders shall be required to provide adequately trained, skilled and competent manpower for the effective performance of Traffic Marshalling duties. The successful bidder shall ensure the proper deployment, supervision, and management of Traffic Marshalls at JIAP Karachi in strict compliance with applicable regulations and the prescribed procedures and standards.
- 5.9 PAA reserves the right to reject the bid of any bidder or cancel the process of bidding in accordance with Public Procurement Rules 2004.
- 5.10 PAA reserves the right to invite the next most advantageous bidder in case where the first bidder is unable to provide requisite manpower as per pre-decided scheduled, inclusive of all the formalities.
- 5.11 Payment of Salaries / Wages to the staff along with taxes, duties, uniforms or liveries, insurances etc., shall be the responsibility of the bidder. The bidder shall strictly follow the labour laws and minimum wages prescribed by the Government. In case of revision of minimum Wage policy by the Government during service tenure or after signing of contract, **the difference shall be borne by PAA (if salary is less than minimum wage)**.
- 5.12 In preparing the technical proposal, the bidders shall examine all terms and instructions included in this document and their bids will be evaluated on the basis of information provided by them. During preparation of technical proposal, bidders must give special attention to the following: -
- Only the Service Providers who have all the expertise for the assignment may submit their proposals.
 - All the information shall be filled-in/submitted strictly as per enclosed forms. If required, photocopies of the forms may be made.

For Pakistan Airports Authority



For Contractor

- 5.13 All attachments/documentary evidences should be enclosed in order of Bid Evaluation Checklist (Clause - 8).
- 5.14 The bidder shall submit breakup of his financial bid mentioning all mandatory cost/tax (except Provincial Sales Tax on Services)/charges/duties/regulatory payments etc.
- 5.15 The bidder shall submit payment slips of EOBI/Social Security mentioning staff names employed by the bidder for subject services on monthly basis to Chief Operating Officer / Airport Manager JIAPKarachi or his authorized officer after award of contract. In case of failure, the payment shall not be made.

6. PRE-REQUISITES FOR TECHNICAL QUALIFICATION OF BIDDER

Following are the pre-requisites for bidders intending to submit their proposals. Absence of any of the following shall disqualify the proposal for consideration.

- 6.1 The bidder must have **minimum three (03) years' work experience** of similar services for which the bid is being sought.
- 6.2 The bidder must have a minimum of **three (03) clients** for whom similar services have been provided. For each such client, the bidder must have deployed not less than Sixteen (16) Traffic Marshals.
- 6.3 The bidder has valid NTN Certificate.
- 6.4 The bidder shall be registered with Social Security and EOBI. The bidder must attach the copy of EOBI cards issued to its permanent employees along with verifiable proof of payment paid to EOBI of each permanent as well as all employees engaged with service provider / bidder.
- 6.5 The bidder shall provide last **Six (06) months** Bank Account Statement from a scheduled Bank with atleast average monthly credit balance of **01 million**.
- 6.6 The bidder shall furnish undertaking on non-judicial stamp paper of value Rs.100/- to the effect that it has not been blacklisted by any Government, Semi Government and Autonomous Body.
- 6.7 Bidder shall provide Audited Accounts for last **three (03) Years** from a reputable Chartered Accountant firm.
- 6.8 The bidder shall provide undertaking that they can provide to PAA all such information, data documentation, accounting records etc. pertaining to their operations etc. within Seven (07) days of request for the same.

For Pakistan Airports Authority



For Contractor

6.9 The bidder shall give an undertaking on non-judicial stamp paper of value Rs.100/- that it will pay all the regulatory dues, taxes etc., and will abide by the minimum wage rate determined by the Government, which may increase in annual budget. **However, if minimum wage will be increased after signing of the contract, the difference will be borne by PAA (if salary is less than minimum wage).**

6.10 The bidder should disclose details of its litigation subjudice before any Court of Law by or against any of its clients including PAA, if any.

7. TECHNICAL QUALIFICATION CRITERIA

The bidder shall provide the following details/documents as essential part of Technical Proposal in this order:

- 7.1 Signed copy of the RFP document along with Proposal Submission Form **(Form-A)**
- 7.2 Name, address, phone, fax, website and e-mail address along with postal and telephonic Address of head office and branch offices **(Form-B)**.
- 7.3 List of Similar assignments completed and in hand along with number of resources deployed, contact person of each facility separately **(Form-C)**.
- 7.4 A brief description of the Firm's Key personnel (Professional, Management & Clerical) qualification & experience **(Form-D)**.

For Pakistan Airports Authority



For Contractor

8. BID EVALUATION CHECK LIST:

S. No.	Bid Evaluation Parameters:	Yes/No	Remarks
1	Legal Status:		Attach certificate of incorporation / registration and Memorandum & Articles of Association. OR In case of partnership firm attach certificate of registration along with Partnership Deed etc., OR In case of sole proprietorship attach NTN certificate (Appendix - A)
2	Work Experience: The bidder must possess a minimum of three (03) years' work experience in providing Traffic Marshalls. During this period, the bidder must have rendered such services to at least three (03) clients, for each of whom the bidder should have deployed not less than Sixteen (16) Traffic Marshalls.		Attach Service Agreements showing provision of Traffic Marshalls for minimum three (03) years or more for at least three (03) clients. This agreement must contain verifiable following information along with others: (i) Execution date of the agreement. (ii) Duration of the agreement. (iii) Number of Traffic Marshalls (iv) Clients address and contact numbers. (Appendix - B)
3	No. of trained persons employed shall be 20 or more.		Attach list showing total number of Traffic Marshalls with their names, address, CNIC, active cell numbers who had been deployed on similar nature of assignments, with Client name (Appendix - C)
4	Last three (03) years audited financial statements.		Attach audited Annual Accounts of last three (03) years. (Appendix - D)
5	NTN Registration		Attach attested copy of NTN Registration Certificate (Appendix - E)
6	EOBI Registration of the bidder along with copies of EOBI cards issued to the employees of the bidder and verifiable proof payment paid to the EOBI.		Attach attested copy of EOBI Registration Certificate and attested copies of EOBI cards and payments slips. (Appendix - F)
7	Registration with concerned Social Security Institution.		Attach attested copy of Social Security Registration Certificate (Appendix - G)
8	Average monthly Credit Balance of at least Rs.01 Million in Bank Account for last 06 months		Last Six (06) months Statement of Bank Accounts or Banker's Certificate (Appendix - H)

For Pakistan Airports Authority

For Contractor





9	پاکستان ایئر پورٹس اتھارٹی Data Provision Undertaking		Attach an undertaking on company letter head (Appendix - I)
10	Black List Undertaking		Attach an undertaking on non-judicial stamp paper of value Rs.100/- (Appendix - J)
11	Regulatory Payment Undertaking / Payment of Minimum Wages Undertaking		The firm must give an undertaking on non-judicial stamp paper of value Rs.100/-that it will pay all the regulatory dues, taxes etc. and would abide by the minimum wage rate determined by the Government. Difference will be paid by PAA subject to the provision of documentary evidences of payment by the contractor (Appendix - K)
12.	Bid Security Instrument		Attach original bid security instrument, in the form of pay order, of amount mentioned in clause 5.7 and Clause 17 alongwith technical proposal, from a scheduled bank as listed at Annexure C. (Appendix-L)

*Note: The bidders who respond 'Yes' in all the above requirements and provide documentary evidences in support of their 'Yes' shall be analysed through **Evaluation Criteria** for provision of Traffic Marshalls at PAA JIAPKarachi.Any 'No' in the bid evaluation checklist or non-submission of supporting documents or furnishing of forged documents or concealment of facts or submission of false information shall lead to disqualification of a company.*

For Pakistan Airports Authority

For Contractor

9. EVALUATION CRITERIA:

9.1 Detailed Technical Evaluation Methodology

Technical Evaluation would be conducted on following parameters as shown in the table below: -

S.No.	Description	MAX MARKS	MARKS OBTAINED
1	<p><u>Experience</u></p> <p>The minimum period for which the firm / Company is engaged in providing services of provision of Marshalls is three (03) Years, for which the bidders will be awarded base marks 10. The firm / company will gain 05 marks for each additional year of experience.</p>	20	
2	<p><u>Number of Clients</u></p> <p>The minimum number of Clients served during last three (03) years must be three (03) and sixteen (16) Traffic Marshalls must have been provided to each client, for which the bidder will be awarded base marks of ten (10). For each such additional client, the bidder will be awarded 01 mark.</p>	20	
3	<p><u>Number of Manpower</u></p> <p>Number of skilled and experienced Traffic Marshalls engaged by the bidder must be twenty (20) for which five(05) base marks will be awarded. For each additional resource of five (05) Traffic Marshalls above 20, the bidder will be awarded 2.5 marks.</p>	10	
4	<p><u>Working Plan / Deployment Plan</u></p> <p>The Bidder shall present a tentative working plan / deployment plan. This will reflect his approach towards the assignment in light of experience gained from the previous such assignments. Ways of monitoring the efficiency of Traffic Marshalls should be included. The Bidders are advised to include the bottlenecks / hurdles experienced by them in carrying out such assignments</p>	10	
5	<p><u>Average Credit Balance</u></p> <p>The minimum monthly Average Credit Balance in the Company's Bank Account should be Rs.01 Million for last Six (06) months, for which the bidder will be awarded five (05) as base marks. For each additional Rs.0.1 Million (as per Bank Statement), the company will be awarded 01 Mark.</p>	10	

For Pakistan Airports Authority



For Contractor

6	Average Turnover Audited Financial Statement will be obtained from bidders for last three (03) financial years to ascertain annual average minimum turnover. The Bidder shall be awarded 05 marks for three (03) Millions and shall be awarded 10 marks for more than three (03) Millions.	10	
7	Functional Office An established and functional office set up in KARACHI	10	
8	Training The workforce has to be fully trained in all aspects of the service being provided. A plan showing training techniques, training contents, training frequency, previous experience in imparting relevant Training and other related details are to be included.	10	
TOTAL		100	

Note:

- i. The minimum qualifying score required by the bidder for being eligible for financial bid is 70 marks in Technical Evaluation Criteria (TS) and financial bids of only technically qualified bidders will be opened
- ii. All data relating to Evaluation Criteria shall be provided in verifiable documentary evidence.

9.2 Detailed Financial Evaluation Methodology

The lowest financial bid among all the bids shall be given Financial Score (FS) of 100 points. The Financial scores of the other bids shall be computed as follows:

$$FS = 100 * (LB / X)$$

FS= Financial Score
LB=Lowest Financial Bid
X=Amount of Specific Financial Bid

9.3 Selection of Most Advantageous Bid

The bid shall finally be ranked according to combined technical score and financial score using the following weightages:

T=The weightage given to the Technical Bid= 70% (0.70)
P=The weightage given to the Financial Bid= 30%(0.30)
Combined Score = TS*T + FS*P

Note:

The highest ranked bid having combined score will then be declared as Most Advantageous Bid.

For Pakistan Airports Authority



For Contractor

10. SERVICE PROVIDERS WARRANTIES AND OBLIGATIONS:

Service provider undertakes, warrants and represents that at all times:

- 10.1 It has the requisite manpower and authority to enter into and perform this contract.
- 10.2 It shall provide the services with reasonable care and skill.
- 10.3 It holds valid license and authority (as required) to provide the Services.
- 10.4 It shall employ competent, medically fit and qualified personnel to provide the services.
- 10.5 All persons engaged by the Service Provider to perform the Services are its employees and have no criminal record.
- 10.6 It shall provide services by using all reasonable skill, care and diligence in accordance with good industry practices and shall ensure that its employees have skills and expertise to provide the Services to the standards and timings required by PAA.
- 10.7 The Service Provider or its employees will manage the transportation to and from the premises and will be of no obligation to PAA.
- 10.8 The Service Provider shall not act in a way, which is prejudicial to PAA's interests or business.
- 10.9 The Service Provider and its employees shall obey all lawful and reasonable directions of PAA's representatives.
- 10.10 Any breach by Service Provider of this clause (Service provider's Warranties) constitutes a material breach of the contract. In addition to PAA's rights, PAA shall be entitled to require Service Provider to;
 - 10.10.1 Remedy the breach at its costs;
 - 10.10.2 Pay for it to be remedied; or
 - 10.10.3 Repay all amounts already paid for the defective services.

11. TERMINATION

- 11.1 PAA shall be entitled to terminate/suspend the contract if Service Provider suffers (or is likely to suffer) an insolvency event or, undergoes a material change in its management, ownership or control subject to at least 30-days prior notice, OR;
- 11.2 Upon unsatisfactory performance of the Traffic Marshallers determined by the Management of PAA, the contract shall be terminated by giving one-month notice to the Service Provider / successful bidder. Unsatisfactory performance includes but shall not be limited to:
 - i. Absence of deployed manpower from duty.
 - ii. Non-attendance of office / work site in time

For Pakistan Airports Authority



For Contractor

- iii. Casual performance, misconduct, misbehavior, negligence in duty by a deployed manpower
- iv. During the period of contract, the responsibility of any loss, theft and damage due to such and unsatisfactory performance will be on the service provider.

12. LIABILITY

Service Provider shall be responsible for and shall indemnify and hold harmless PAA, its agents and employees from:

12.1 All losses arising out from Service Provider's negligence or breach of contract;

12.2 Any claim or compensation arising against PAA by an employee of the Service Provider.

12.3 Upon unsatisfactory performance of the Traffic Marshallers as determined by the Management of PAA, the contract shall be terminated by giving one-month notice to the Service Provider. Unsatisfactory performance includes but is not limited to:

- i. Absence of a deployed manpower from duty.
- ii. Non-Attendance of office / work site in time
- iii. Casual performance, misconduct, misbehavior, negligence in duty by a deployed manpower

12.4 During the period of contract, the responsibility will be on the Service Provider / Successful bidder in case of any loss, theft and damage due to unsatisfactory performance / negligence.

13. CONFIDENTIALITY

Except with the consent in writing of PAA, Service Provider shall keep the information strictly confidential and will not make use of any confidential information supplied by PAA other than to perform this contract, and shall impose the same obligations on its employees and other third parties

14. INDEPENDENT CONTRACTOR

The service provider shall at all times functions and be regarded as independent and not as an agent of PAA and neither the contractor nor its personnel shall have the right to represent or bind PAA to any third person.

15. TAXES & DUTIES

The service provider / successful bidder shall be directly responsible for all his liabilities or obligations on account of any taxes (except Provincial Sales Tax on services), duties (including stamp duty), charges, regulatory payments or cesses levied by the Government or any other authority either on his businesses or the Services and the documentation related thereto. The

For Pakistan Airports Authority



For Contractor



tendered rates or amount shall be inclusive of all taxes (except Provincial Sales Tax on services), duties etc., as applicable and no claim on the account shall be entertained by PAA.

16. BID VALIDITY

The Bid shall be valid for a period of One Hundred and Twenty (120) days. In special circumstances, PAA may request the bidders to extend the period prior to expiry of bid validity, which shall not be more than the validity period of original bid.

17. BID SECURITY

The intending firm has to furnish a bid security of **Rs.450,000/- (Rupees Four Hundred Fifty Thousands Only)** in the form of Pay Order in favour of **Pakistan Airports Authority** at the time of submission of bids. The Security fee will be returned to technically unsuccessful bidder along with its financial proposal. However, Security deposits of the technically successful bidders and unsuccessful in Financial bid will be returned upon award of contract to the successful bidder or on expiry of bid validity. However, security deposits of financially successful bidder will be returned on furnishing "Performance Bond" (05% of the total contract value). The bid security may be forfeited:

17.1 If a bidder withdraws his bid during the bid validity period; or

17.2 If a bidder does not accept the correction of his bid price; or

17.3 If a successful bidder fails to furnish the required performance bond within the stipulated period.

18. PERFORMANCE BOND:

The successful bidder will furnish a Performance Bond in the form of **Pay Order, CDR or Bank Guarantee** of an amount equal to 05% of the total Contract value from a scheduled bank.

Note: List of Authorized Bank for Pakistan Airports Authority is attached as Annexure C.

19. OTHER TERMS AND CONDITIONS

19.1 By responding to this RFP, the Service Provider agrees to the Terms and Conditions given below in this RFP as a whole

19.2 At any time prior to the deadline for submission of proposal, PAA may, for any reason, whether at its own or in response to a clarification requested by a prospective firm, modify/improve the content of RFP, which will be placed either on PAA's website, e-mailed or dispatched to all prospective bidders.

19.3 All such amendments shall become part of the RFP after they have been notified to all bidders.

19.4 PAA reserves the right to extend the dates for submission of responses to this RFP.

For Pakistan Airports Authority

For Contractor

- 19.5 All Traffic Marshalls deployed at the premises should not be over **Thirty-Five (35) years of age.**
- 19.6 The Traffic Marshalls should have Matric or above Educational Qualification and should be able to understand, read and write.
- 19.7 The Traffic Marshalls should be medically fit.
- 19.8 Uniforms and other equipment's should be timely provided to the Traffic Marshalls.
- 19.9 Police Verification / Fresh background check of each Traffic Marshalls (name-wise) should be obtained while awarding the company a contract and any changes in the enrolment be shared with COO/Airport Manager JIAPKARACHI.
- 19.10 Any technical or financial bid, submitted cannot be withdrawn / modified after last date for submission of the bids.
- 19.11 PAA reserves the right to call for any additional information and also reserves the right to reject the proposal of any bidder if in the opinion of PAA, the information furnished is incomplete or the Service Provider does not qualify for the contract.
- 19.12 The bidders are requested to quote in Pakistani Rupees ('PKR'). Bids in currencies other than PKR will not be considered.
- 19.13 PAA will make payments against the monthly invoices raised by the service provider based on actual deployment of resources, duly verified by the concerned PAA official.
- 19.14 Delay in selection of bidder or failure to select a Service Provider shall not result in any claim whatsoever against PAA and PAA reserves the right to reject any or all bids in part or in full, without assigning any reason whatsoever.
- 19.15 By submitting a proposal, the Bidder agrees to promptly enter into a contract with PAA for any service awarded to the service provider. Failure on the part of the successful bidder to execute a valid contract with PAA will relieve PAA of any obligation to the service provider, and second most advantageous bidder may be selected.
- 19.16 Cost of execution of the Contract Agreement is to be borne by the successful bidder.
- 19.17 Any additional or different terms and conditions proposed by the bidder would be rejected unless expressly assented to in writing by PAA.
- 19.18 All responses received after the due date / time would be considered late and shall not be accepted or opened.
- 19.19 PAA shall not assume any expense incurred by the bidder in preparation of the response to this RFP and the bidding documents shall not be returned to the bidder.
- 19.20 The bidders shall have the opportunity to clarify doubts pertaining to the RFP prior to finalizing their bids/responses.

For Pakistan Airports Authority



For Contractor



19.21 PAA shall scrutinize the technical and financial proposal submitted by the bidders as per the criterion mentioned in this RFP.

19.22 PAA may waive off any minor non-conformity or any minor irregularity in an offer. This shall be binding on all competitors and PAA reserves the right for such waivers.

19.23 PAA may ask some or all bidders for clarification of their bids. The request for such clarification and the response thereto shall be in writing. PAA has the right to disqualify the bidder who shall not provide the requisite clarification within the stipulated time.

19.24 The bidders are required to be prepared to demonstrate, through presentations and / or site visits, as part of the final evaluation in accordance with the responses given for the identified requirements, any time after the last date of the submission of proposal. Accordingly, PAA may communicate a date and time to all bidders. The bidders will arrange such demonstrations, presentations or site visits.

19.25 PAA may exclude or reject any proposal that in the reasonable opinion of PAA contains any false or misleading claims or statements. PAA has no liability to any person/company for excluding or rejecting any such proposal.

19.26 The service provider shall promptly notify PAA of any change in partnership, directorship or other managerial orders of the company or address of the firm.

19.27 Service Provider shall indemnify, protect and save PAA against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting directly or indirectly from an act or omission of the Service Provider, its employees, its agents, in the performance of the services provided by contract, infringement of any patent, trademarks, copyrights etc. or such other statutory requirement.

19.28 The Service Provider shall provide all required resources for provisioning of services to Traffic Marshallsers.

20. PAYMENTS

20.1 The Service Provider shall ensure payment to its personnel employed for services to be rendered in PAA before 05th of each month.

20.2 The Service Provider shall submit the monthly bill before 5th of each month which will be duly verified by Chief Operating officer / Airport Manager PAA, JIAPKARACHI. PAA will make payment of each month after deduction of withholding and other applicable taxes / duties as per Income Tax Ordinance / other applicable laws within thirty days after tendering the bill.

20.3 The Service Provider shall be responsible for payment of its entire employee's wages, insurance premiums, salaries, allowances and all pay roll taxes / duties as per Income Tax Ordinance / other applicable laws.

For Pakistan Airports Authority

For Contractor

- 20.4 Salary of each Traffic Marshalls shall be credited in his bank account and the proof of such transaction shall be produced as evidence by the Service Provider.
- 20.5 The Service Provider shall ensure the monthly wages of the Traffic Marshalls that shall not be less than the minimum wages fixed by the Government. Any violation at any stage in this regard may lead for the termination of the contract with the Service Provider. Any increase during the contract period by the Government in minimum wages, difference will be borne by PAA only.
- 20.6 The Service Providers shall be solely responsible for all payments, liabilities and all other obligations of whatsoever nature pertaining to its staff/workers who shall be deputed for the Services or may be specified from time to time.
- 20.7 In case of any theft / damage at premises, the Service Provider will be responsible to pay entire losses to PAA as determined by the committee constituted by the Competent Authority.

21. ARBITRATION

In case of any difference or dispute arising between the parties in respect of the interpretation, conduct or performance of any terms or condition of this contract, the same shall be referred to the Director General PAA or his authorized/nominated officer, not below Director, who after receiving reply from the APM or the concerned officer of PAA will give his decision within thirty (30) days which shall be final and binding upon the parties.

22. GOVERNING LAW AND JURISDICTION OF COURTS

This contract shall be governed and constructed in accordance with the laws of Pakistan. In case of litigation by any party to this contract in relation to terms & conditions hereinto existing or otherwise, the courts of local jurisdiction only shall have jurisdiction to entertain and adjudicate upon situation.

23. PENALTY

- 23.1 Without prejudice to any other right and remedy available to PAA, the Service Providers shall be liable to the penalties mentioned in para 23.2 including but not limited to the following cases:
- Delay beyond the timeline given by the PAA in taking over the designated places.
 - Absence of Traffic Marshalls from the designated places.
 - Performing duty without uniform, required equipment etc.,
 - Dirty / Un-presentable uniform.
 - Smoking / Chewing Pan /Gutka/Naswa during duty hours.
 - Found sleeping, misbehaving, misconduct, unauthorized/illegal activities etc.,.
 - Any other violation of the contract as determined by PAA.
- 23.2 In cases mentioned in para-supra, the Service Provider shall be liable to pay a penalty of **Rs.2,000/-** per violation.

For Pakistan Airports Authority



For Contractor

- 23.3 PAA shall be entitled to recover the amount (penalty whether imposed under this article or any other provision of the contract) from any amount payable by PAA to the Service Provider or from the Security Deposit.
- 23.4 The Service Provider shall agree that the decision of PAA in respect of any of the aforesaid penalties or recoveries shall be final and binding upon the Service Provider and shall not be called into question in any manner whatsoever.

ANNEXURE – 'A'

SCOPE OF WORK

1. The Service Provider shall provide **Sixteen (16) Traffic Marshalls** to the Chief Operating Officer / Airport Manager (APM), JIAP Karachi, on a 24 hours a day, 7 days a week, 365 days a year basis, to perform the following duties and comply with the conditions specified herein, including but not limited to the following:
 - a) Responsible for smooth / efficient functioning of Traffic Marshalling operations during tenure of duty.
 - b) Traffic Marshalls deployed at the place of duty shall have a good level of fitness.
 - c) Traffic Marshalls deployed at the place of duty shall exhibit customer centric approach, shall be polite and patient to the dealing traffic.
 - d) Traffic Marshalls deployed at the place of duty shall **not be exceeding the age of 35 years**.
 - e) Traffic Marshalls deployed at the place of duty shall be in proper uniform duly approved by the Chief Operating Officer/APM, JIAP and provided by the contractor.
 - f) Traffic Marshalls deployed at the place of duty shall be able to understand and apply written and spoken traffic instructions.
 - g) Traffic Marshalls deployed at the place of duty shall have good communication skills and be well versed with Urdu and English language with nicely & politely handling of Traffic Congestion.
 - h) Traffic Marshalls deployed at the place of duty shall keep close liaison with traffic police for pointing out vehicles parked wrong and its removal to a parking space through lifter.
 - i) Deployment would be in shifts or as per requirement of PAA.
 - j) Minimum qualification of Traffic Marshalls shall be **Matriculate or above**.
2. The company shall be responsible to provide satisfactory services at the premises with the following conditions:
 - a) The company shall ensure extra Traffic Marshalls to be readily available as the substitute of the Traffic Marshalls who become absent /short / sick at the company's own enrollment for which PAA Management will not make any extra payment.
 - b) The company shall deploy trained, energetic, smart and healthy Traffic Marshalls with perfect turnout in proper uniform, properly equipped and fully competent to meet requirements /demands of PAA.
 - c) Daily attendance shall be marked in the register at the designated places by the designated supervisor as well as by the Service Provider Head Office. Month wise bill shall be submitted to COO/Airport Manager JIAP Karachi before **05th** of every month regularly. Payment will be made against the services rendered satisfactorily by 10th of every month.

For Pakistan Airports Authority



For Contractor



- d) The company shall maintain a supervisory network at its own expense to ensure its presence for active performance of duties by the Traffic Marshallsers.
- e) A responsible and responsive officer should be nominated as Focal Person for all communication with PAA.
3. The Service Provider shall provide and ensure that Traffic Marshallserson duty has received and understood written instruction of basic duties and has the following in their possession;
- a) Company Card and valid CNIC
- b) Proper and clean uniform
- c) Whistle etc.
4. TrafficMarshallsers will remain alert and vigilant throughout their duty hours and any mishap will be the responsibility of Service Providerunder all circumstances.
5. If required, Service Provider shall arrange a vehicle for pick and drop of its deployed manpower to/from the premises without any additional cost to PAA.
6. Service Provider shall submit details of equipment with type and required licenses, if any such, issued to the Traffic Marshallsers deployed at PAA premises.
7. Traffic Marshallsers must have under gone necessary training regarding watch and ward and elimination of subversive activities.
8. The Service Provider shall be responsible to submit police verification / fresh back ground clearances before award of contract and any changes in the enrollment be shared with the Office of COO / APM JIAP Karachi.
9. During the validity of the contract, in case of damage, theft or loss occurs to the personnel, his property or property or installations of the PAA due to any eventuality caused by the negligence of the Traffic Marshallsers, the company shall be wholly responsible and liable for paying the losses occurred to the personnel or PAA under all circumstances as a result of their negligence, to be decided by a committee consisting of representatives, in equal number, of both the parties which will decide the matter after considering the following:-
- a) Negligence of Traffic Marshallsersamounting to an act of omission or commission as a result to which loss occurs as enlisted in the indemnity clause.
- b) Negligence of Traffic Marshallsers in case of the fire, or other disaster, which caused by any act omission and commission of Traffic Marshallsers.
- c) Any fire/disaster, which erupts from outside as a result of any calamity and accident and is beyond the control of Traffic Marshallsers, will not fall under the indemnity clause.
- d) The Service Provider shall notify its representatives who will be contacted for immediate replacement in the event of unsatisfactory performance of deputed personnel.
10. Charter of Traffic Marshallsers Duties:
- a) Guide vehicles safely during entry, exit, loading, and unloading
- b) Manage pedestrian crossings and segregation
- c) Prevent unauthorized access to restricted areas
- d) Identify and mitigate traffic-related hazards
- e) Maintain safe distances between vehicles, equipment and people

For Pakistan Airports Authority

For Contractor



پاکستان ایئر پورٹس اتھارٹی

- f) Use approved hand signals, radios, or signaling devices
- g) Stop operations immediately if unsafe conditions arise
- h) Communicate clearly with drivers, pedestrians, and site personnel
- i) Coordinate with supervisors, security, and emergency teams
- j) Report incidents, near misses, or unsafe conditions promptly
- k) Wear mandatory Personal Protective Equipment (PPE) at all times
- l) Ensure traffic control equipment (cones, barriers, signs) is correctly positioned
- m) Check visibility aids (vests, batons, lights) before duty.

ANNEXURE – ‘B’

PART-1
FINANCIAL BID

Manpower Pricing

S.No.	Deployment	Nos.	Rate per person per month	Total amount per person including all expenses, duties, tax and service charges	Total bid
1.	Traffic Marshalls	16			
	Total Bid for One Month				
	Total Bid for Two Years (in figure)				
	Total Bid value for Two Years (in words)				

PART-2
BREAKUP OF THE FINANCIAL BID

Note: Please provide breakup of the financial bid mentioning all mandatory cost / tax (except Provincial Sale Tax on Services) / charges / duties / regulatory payments etc., on company letter head attached with financial bid.

For Pakistan Airports Authority

For Contractor

(Authorized Signature)
With Company Stamp

ANNEXURE-C

S.NO.	NAME OF BANK
Public Sector Banks	
1	National Bank of Pakistan
2	Sindh Bank Limited
3	The Bank of Punjab
Private Sector Banks	
4	Allied Bank Limited
5	Askari Bank Limited
6	Bank Al Habib
7	Habib Metropolitan Bank Limited
8	JS Bank Limited
9	MCB Bank Limited
10	Samba Bank Limited
11	Soneri Bank Limited
12	Standard Chartered Bank Limited
13	United Bank Limited
14	Industrial & Commercial Bank of China Limited
15	Faysal Bank Limited
16	Habib Bank Limited
Islamic Banks	
17	Al Baraka Bank Pakistan Limited
18	Bank Islami Pakistan Limited
19	Dubai Islamic Bank Pakistan Limited
20	Meezan Bank Limited

For Pakistan Airports Authority



For Contractor



FORMA

Proposal Submission Form (on Firm's letter-head)

Pakistan Airports Authority,

Dear Sir,

PROVISION OF 16 TRAFFIC MARSHALLERS AT JIAP, KARACHI

In response to your advertisement dated _____, 2026 for provision of above quoted services, we M/s _____ having Office(s) at _____ submit our Proposal for provision of these services at JIAPKARACHI.

We enclose all documents as required in RFPD including ANNEXURES, FORMS etc.,.

We understand that Pakistan Airports Authority (PAA) is not bound to accept our proposal and has the right to reject our proposal without assigning any reason or delist us at any stage subsequently due to the reasons mentioned in RFPD.

We further understand that submission of this proposal for providing the above quoted services does not entitle us award of any Contract by PAA.

For Pakistan Airports Authority

For Contractor



Date: _____
Signature _____

Name _____
Name of Firm _____

FORM B

GENERAL INFORMATION
(on Firm's letter-head)

COMPANY PROFILE

ITEM	
COMPANY PROFILE:	
NAME OF FIRM	
ADDRESS	
KEY PERSON	
CONTACT NO.	
MOBILE NO.	
FAX	
EMAIL	

For Pakistan Airports Authority

For Contractor



HIRING OF 16 TRAFFIC MARSHALLERS THROUGH OUTSOURCE CONTRACT AT JIAP, KARACHI

For Pakistan Airports Authority

For Contractor

