

Standard Bidding Document

REQUEST FOR PROPOSAL FOR SERVICE LEVEL AGREEMENT (SLA) REPAIR & MAINTENANCE SERVICES OF CIVIL WORKS/FACILITIES AT ALLAMA IQBAL INTERNATIONAL AIRPORT (AIIAP) & RESIDENTIAL AREA AT WALTON LAHORE. (Works)

National

Single Stage-Two Envelope



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REQUEST FOR BIDS

PROCUREMENT OF CIVIL WORKS

1. The **ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY) (Pakistan Airports Authority (PAA))** has reserved Funds for the procurement planned for FY **2026-27**. The **ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY) (Pakistan Airports Authority (PAA))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**REQUEST FOR PROPOSAL FOR SERVICE LEVEL AGREEMENT (SLA) REPAIR & MAINTENANCE SERVICES OF CIVIL WORKS/FACILITIES AT ALLAMA IQBAL INTERNATIONAL AIRPORT (AIIAP) & RESIDENTIAL AREA AT WALTON LAHORE.** " with the reference of "**P127237**".

2. The **ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY) (Pakistan Airports Authority (PAA))** invites sealed Bids from eligible Bidders for procurement of Works (**REQUEST FOR PROPOSAL FOR SERVICE LEVEL AGREEMENT (SLA) REPAIR & MAINTENANCE SERVICES OF CIVIL WORKS/FACILITIES AT ALLAMA IQBAL INTERNATIONAL AIRPORT (AIIAP) & RESIDENTIAL AREA AT WALTON LAHORE.**) described in the bidding documents on **EPADS v2.0**.

3. **Single Stage-Two Envelope** will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.

4. All Bids must be accompanied by a Bid Security amount described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque, Call at Deposit**. Or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at

<https://epads.gov.pk/opportunities/federal/procurements/127237> for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Thursday, October 8, 2026 11:00 AM**. E-bids will be opened by using **EPADS v2.0** on the same day at **Thursday, October 8, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendor who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.

In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. INTRODUCTION

1. Scope of Bid

1.1. The Procuring agency/Employer (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the execution of Works as specified in the BDS and Section V- Works Requirements. The name, identification, and number of lots (contracts) of this National/ International Competitive Bidding process are specified in the BDS.

2. Source of Funds

2.1. Source of funds as referred in Clause 2 of Bid Data Sheet.

3. Eligible Bidders

3.1. A bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country, or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture or consortium. In the case of a joint venture or consortium, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture or consortium shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture or consortium during the Bidding process, and in case of award of contract, during the execution of contract. Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.

Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.

(The limit on the number of members of JV or Consortium may be prescribed

in BDS, in accordance with the guidelines issued by the PPRA).

3.2. The invitation for bids is open to all prospective bidders subject to any provisions of incorporation or licensing by the respective national/international incorporating agency or statutory body established for that particular trade or business. Procuring agencies shall specify the registration/licensing requirements for the foreign bidder keeping in view the requirement of that business.

3.3. A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

3.3.1. are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring agency/Employer to provide consulting services for the preparation of design or technical specifications of the works that are the subject of the bid; or

3.3.2. have controlling shareholders in common; or

3.3.3. receive or have received any direct or indirect subsidy from any of them; or

3.3.4. have the same legal representative for purposes of this Bid; or

3.3.5. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the Procuring agency/Employer regarding this Bidding process; or

3.3.6. Submit more than one bid in this bidding process.

3.4. A Bidder may be ineligible if –

3.4.1. he is declared bankrupt or, in the case of company or firm, insolvent;

3.4.2. payments in favor of the bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;

3.4.3. the bidder is convicted, by a final judgment of a Court of Law or relevant Professional Statutory Body, of any offence involving professional conduct;

3.4.4. The bidder is debarred/ blacklisted by a national level Procuring agency/Employer and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration.

3.5. As and when required, bidders shall provide to the Procuring agency/Employer evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

3.6. Bidders shall submit proposal relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract is envisaged.

4. Eligible Material and Equipment

4.1. All the material and equipment to be mobilized under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such materials and equipment. For this purpose, ineligible countries are stated in the section-IV titled as “Eligible Countries”.

B. BIDDING DOCUMENTS

5. Contents of Bidding Documents

5.1. The scope of Works, bidding procedures, and terms and conditions of the contract are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents which should be read in

conjunction with any addenda issued in accordance with ITB 7.1 include:

Section I -Invitation for Bids

Section II Instructions to Bidders (ITBs)

Section III Bid Data Sheet (BDS)

Section IV Eligible Countries

Section V Evaluation and Qualification Criteria

Section VI Works Requirements Technical Specifications & Schedule of Requirements

Section VII Standard Bidding Forms

Section VIII General Conditions of Contract (GCC)

Section IX Particular Conditions of Contract (PCC)

Section X Contract Forms

5.2. The bidder is expected to examine all instructions, forms, specifications, terms and conditions prescribed in the bidding documents. Failure to furnish all the information required in the bidding documents will be at the bidder's risk and may result in the rejection of his bid.

6. Clarification of Bidding Document, Pre-bid Meeting

6.1. A prospective bidder requiring any clarification of the bidding document may notify the Procuring agency/Employer through EPADS.

6.2. The Procuring agency/Employer shall respond to the request for clarification in accordance with Rule 31 of the Public Procurement Rules 2004.

6.3. Should the Procuring Agency deem it necessary to amend the BIDDING document as a result of a clarification, it shall do so following the procedure under ITB 7.

6.4. If indicated in the BDS, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned in the BDS. During this pre-bid meeting, prospective bidders may request clarification of the schedule of requirement, the evaluation criteria or any other aspects of the bidding documents.

6.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS. Any modification to the bidding documents that may become necessary as a result of the pre-bid meeting shall be made by the Procuring agency/Employer exclusively through the use of an Addendum pursuant to ITB 7. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

6.6. The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the bidder's own expense.

6.7. The bidder and any of its authorized personnel will be granted permission by the Procuring agency/Employer to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the bidder and its personnel will release and indemnify the Procuring agency/Employer from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

7. Amendment of Bidding Documents

7.1. The procuring agency may issue notification of any change, addition, modification or deletion in accordance with Rule 23 of the Public Procurement Rules 2004 i.e. Bidding Documents.

7.2. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring agency/Employer may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring agency/Employer shall extend the deadline for submission of bid in pursuance of Rule 27 of the Public Procurement Rules 2004, i.e. Extension of time for submission of bids, if such an addendum is

issued within last three (03) days of the bid submission deadline.

C. PREPARATION OF BIDS

8. Language of Bid

8.1. The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring agency/Employer shall be written in the English language unless specified in the BDS. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless specified in the BDS, in which case, for purposes of interpretation of the bidder, the translation shall govern.

9. Documents Constituting the Bids

9.1. The Bids prepared by the Bidder shall constitute of all the documents required in the BDS.

10. Documents Establishing Eligibility of Material, Equipment and Works, their Conformity to Bidding Documents

10.1. The bid prepared by the bidder shall constitute the following components: -

10.1.1. Documentary evidence established in accordance with ITB 10 that the material and equipment to be utilized by the Bidder for the executions of works are eligible material and equipment and conform to the Bidding Documents;

10.1.2. Documentary evidence established in accordance with ITB 11 that the bidder has been authorized to carry out the Construction works;

10.1.3. Documentary evidence established in accordance with ITB 11 that the bidder is eligible and/or qualified for the subject bidding process;

10.1.4. Form of Bid and Bid Prices completed in accordance with ITB 12 and 13;

10.1.5. Completed schedules as required, including priced Bill of Quantities in accordance with ITB 13.

10.1.6. Technical Proposal completed in all aspects in accordance with ITB-15.

10.1.7. Bid security or Bid Securing Declaration furnished in accordance with ITB 17;

10.1.8. Any other document required in the BDS.

10.2. In addition to the requirements, bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all members and submitted with the bid, together with a copy of the proposed Agreement.

10.3. The bidder shall furnish, as part of its bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the bidding documents for all material, equipment and works which the bidder proposes to execute.

10.4. The documentary evidence of conformity of the material, equipment and works to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

10.4.1. a detailed description of the work methodology, approach, schedule and resources to be mobilized at site;

10.4.2. an item-by-item commentary on the Procuring agency/Employer's Technical Specifications demonstrating substantial responsiveness of the material, equipment and works to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications;

10.4.3. any other procurement specific documentation requirement as stated in the BDS.

10.5. The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.

11. Documents Establishing Eligibility and Qualification of the Bidder

11.1. The bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bid shall establish to the satisfaction of the Procuring agency/Employer that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualification to perform the contract if its bid is accepted shall establish to the satisfaction of Procuring agency/Employer that:

11.3.1. The bidder has the financial and technical capability necessary to perform the Contract, meets the qualification criteria specified in Section-V, Evaluation and Qualification Criteria and BDS.

11.3.2. In the case of a bidder not doing business within Pakistan, the bidder is or will be (if awarded the contract) represented by a local bidder (Joint Venture) in accordance with the PEC works bylaws, and in case of award of works such foreign firm is required to participate in the execution of works to carry out its obligations as prescribed in the Conditions of Contract and /or Technical Specifications.

11.3.3. That the bidder meets the qualification criteria listed in Section-V, Evaluation and Qualification Criteria and BDS.

12. Forms of Bid

12.1. The Bidder shall fill the Form of Bids furnished in the bidding documents. The Bids Form must be completed without any alterations to its format and no substitute shall be accepted.

13. Bid Prices

13.1. The bid prices quoted by the bidder in the Standard bid Forms, Bill of Quantities and in the Price Schedules shall conform to the requirements specified below or exclusively mentioned hereafter in the bidding documents.

13.2. The bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. If a Price Schedule shows items listed but not priced, their prices shall be construed to be included in the prices of other items in the Bill of Quantities and will not be paid for separately by the Procuring agency/Employer.

13.3. Items not listed in the Price Schedule shall be assumed not to be included in the bid, and provided that the bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive bidder(s) shall be construed to be the price of those missing item(s):

Provided that:

13.3.1. where there is only one (substantially) responsive bidder, or

13.3.2. where there is provision for alternate proposals and the respective items are not listed in the other bids,

The Procuring agency/Employer may fix the price of missing items in accordance with market survey, and the same shall be considered as final price.

13.4. The Bid price to be quoted in the Form of Bid in accordance with ITB 12 shall be the total price of the bid.

13.5. Unless otherwise specified in the BDS and the Contract, the rates and prices quoted by the bidder are subject to adjustment during the performance of the Contract in accordance with the provisions of the

Conditions of Contract.

13.6. If so specified in ITB 1.1, bids may be invited for individual lots (contracts) or for any combination of lots (packages).

13.7. Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, pursuant to ITB 27, unless otherwise price adjustment is permissible under Conditions of the Contract.

13.8. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date twenty-eight (28) days prior to the deadline for submission of bids, shall be included in the rates and prices and the total bid price submitted by the bidder.

14. Currencies of Bid and Payment

14.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS. Comparison of bids and tie of bid shall be treated in accordance with the Rule 30(2) of Public Procurement Rules, 2004.

15. Documents Comprising the Technical Proposal

15.1. The bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section VII – Standard Bid Forms, in sufficient detail to demonstrate the adequacy of the bidder's proposal to meet the work requirements and the completion time.

16. Bid Validity Period

16.1. Bids shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring agency/Employer. A bid valid for a shorter period shall be rejected by the Procuring agency/Employer as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

16.2. Under exceptional circumstances, prior to the expiration of the initial Bids/Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids/Bid. Such request for extension of the period of bid validity shall be carried out in accordance with Rule 26 of the Public Procurement Rules, 2004.

17. Bid Security or Bid Securing Declaration

17.1. Pursuant to ITB 11.1 unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, a Bid Security in accordance with Rule 25 of the Public Procurement Rules, 2004 in the amount and currency specified in the BDS or Bid Securing Declaration as specified in the BDS in the format provided in Section VII (Standard Bidding Forms).

In case Procuring agency/Employer is inviting bids in lots / packages, the bidder shall be required to submit his bid security against the respective lot/package for which he is submitting his bid.

Until the development of functionality of auto verification of financial instrument in EPADS, the scanned copy of bid security or bid securing declaration, as the case may be, shall be uploaded on E-PADS whereas the original instrument to be submitted to the procuring agency before closing of bid submission deadline,

17.2. The Bid Security shall be denominated in the local currency or in another freely convertible currency, and it shall be in the form specified in the **BDS** which shall be in any of the following:

17.2.1. A bank guarantee, an irrevocable letter of credit issued by a Scheduled bank in the form provided in the Bidding Documents or another form acceptable to the Procuring agency/Employer and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bid Validity is extended. In either case, the form must include the complete name of the bidder;

17.2.2. A cashier's or certified cheque; or

17.2.3. Another security as indicated in the **BDS**.

17.3. The Bid Security or Bid Securing Declaration shall be in accordance with the Form of the Bid Security or Bid Securing Declaration included in Section VII (Standard Bidding Forms) or another form approved by the Procuring agency/Employer prior to the bid submission.

17.4. The Bid Security shall be payable promptly upon written demand by the Procuring agency/Employer in case any of the conditions listed in ITB 17.9 are invoked.

17.5. Any bid not accompanied by a Bid Security or Bid Securing Declaration in accordance with ITB 17.1 or 17.3 shall be rejected by the Procuring agency/Employer and shall be declared as non-responsive bid, pursuant to ITB 27.

17.6. Unsuccessful bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring agency/Employer pursuant to ITB 16. The Procuring agency/Employer shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:

17.6.1. The expiry of the Bid Security;

17.6.2. The entry into force of a procurement contract and the provision of a performance security (or guarantee), for the performance of the contract if such a security (or guarantee), is required by the Bidding documents;

17.6.3. The rejection by the Procuring agency/Employer of all Bids;

17.6.4. The withdrawal of the bid prior to the deadline for the submission of bids, unless the bidding documents stipulate that no such withdrawal is permitted.

17.7. The successful bidder's Bid Security will be discharged upon the bidder signing the contract pursuant to ITB 40, or furnishing the performance security (or guarantee), pursuant to ITB 41.

17.8. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.8.1. if a Bidder:

17.8.1.1. Withdraws its Bid during the period of Bid Validity as specified by the Procuring agency/Employer, and referred by the bidder on the Form of Bid except as provided for in ITB 16.2; or

17.8.2. In the case of a successful bidder, if the bidder fails:

17.8.2.1. to sign the contract in accordance with ITB 40; or

17.8.2.2. to furnish performance security (or guarantee) in accordance with ITB 41.

17.9. In case of Bid Security issued by the foreign bank is allowed by the Procuring agency/Employer, the same should be counter guaranteed by a corresponding bank in Pakistan. Furthermore, in case of joint venture, it should be in the name of Joint venture to ensure joint responsibility. In case the JV is not legally constituted at the time of bid submission, the bid security or bid securing declaration shall be in the names of all future members as named in the letter of bid.

18. Withdrawal of Bids

18.1. Before bid submission deadline, any bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and the corresponding must accompany the respective written notice.

19. Format and Signing of Bid

19.1. The Bidder shall prepare and submit Bids through EPADS with due diligence after carefully reading all the terms and condition before bid submission deadline.

D. SUBMISSION OF BIDS

20. Submission of Bids through EPADS v2.0

20.1. All bids shall be submitted through EPADS v2.0.

21. Deadline for Submission of Bids

21.1. All bids shall be received through **EPADS v2.0** not later than bid submission deadline as specified in the **BDS**.

21.2. The Procuring agency/Employer may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids, pursuant to Rule 27 of the Public Procurement Rules, 2004. Extension of Time for submission of bid, by amending the Bidding Documents in accordance with ITB 7, in which case all rights and obligations of the Procuring agency/Employer and bidders previously subject to the deadline will thereafter be subject to the new deadline.

22. Substitution and Modification of bids

22.1. A bidder may substitute or modify his bid after it has been submitted, provided that written notice of the substitution or modification of the bid, is received by the Procuring agency/Employer prior to the deadline for submission of bids.

22.2. Revised bid may be submitted after the substitution or modification made in the original bid in accordance with the provisions referred in **ITB 18**.

E. OPENING AND EVALUATION OF BIDS

23. Opening of Bids

23.1. The Procuring Agency will open bids in accordance with Rule 28 of the Public Procurement Rules, 2004 and as specified in the BDS.

24. Confidentiality

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.

25. Clarification of Bids

25.1. Clarification of Bidding Documents shall be carried out in accordance with Rule 31 of the Public Procurement Rules, 2004.

25.2. The alteration or modification in the bid which in any case affect the following parameters will be considered as a change in the substance of a bid:

- 25.2.1. evaluation & qualification criteria;
- 25.2.2. required scope of work;
- 25.2.3. contract price;
- 25.2.4. all securities requirements;
- 25.2.5. tax requirements;
- 25.2.6. terms and conditions of bidding documents.
- 25.2.7. change in the ranking of the bidder

26. Preliminary Examination of Bids

26.1. Prior to the detailed evaluation of bids, the Procuring agency/Employer will determine whether each bid:

- 26.1.1. meets the eligibility criteria defined in **ITB 3** and **ITB 4**;
- 26.1.2. has been prepared as per the format and contents defined by the Procuring agency/Employer in the bidding documents;
- 26.1.3. has been properly signed;

26.1.4. is accompanied by the required securities; and

26.1.5. is substantially responsive to the requirements of the bidding documents.

The Procuring agency/Employer's determination of a bid's substantial responsiveness will be based on the contents of the bid itself.

26.2. A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one that: -

26.2.1. affects in any substantial way the scope, quality, or performance of the Works;

26.2.2. limits in any substantial way, inconsistent with the bidding documents, the Procuring agency/Employer's rights or the bidders' obligations under the Contract; or

26.2.3. if rectified, would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

26.3. The Procuring agency/Employer will confirm that the documents and information specified under ITB 9, 10 and 11 have been provided in the bid. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bid shall be rejected.

26.4. The Procuring agency/Employer may waive-off any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Explanation: A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the works. The Procuring agency/Employer either shall give the bidder an opportunity to cure any deficiency resulting from a minor

informality or irregularity in a bid or waive the deficiency, whichever is advantageous to the Procuring agency/Employer. Examples of minor informalities or irregularities include failure of a bidder to –

26.4.1. Submit the number of copies of signed bids required by the invitation;

26.4.2. Furnish required information concerning the number of its employees;

26.4.3. the firm submitting a bid has formally adopted or authorized, before the date set for opening of bids, the execution of documents by typewritten, printed, or stamped signature and submits evidence of such authorization and the bid carries such a signature.

26.5. Provided that a Technical Bid is substantially responsive, the Procuring agency/Employer may request the bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Technical Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any such aspect of the technical Proposal linked with the ranking of the bidders. Failure of the bidder to comply with the request may result in the rejection of its bid.

26.6. Provided that a Technical Bid is substantially responsive, the Procuring agency/Employer shall rectify quantifiable nonmaterial nonconformities or omissions related to the Financial Proposal. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or nonconforming item or component.

26.7. If a bid is not substantially responsive, it will be rejected by the Procuring agency/Employer and may not subsequently be evaluated for complete technical responsiveness.

27. Examination of Terms and Conditions; Technical Evaluation

27.1. The Procuring agency/Employer shall examine the bid to confirm that all terms and conditions specified in the **GCC** and the **PCC** have been

accepted by the bidder without any material deviation or reservation.

For this purpose:

“Deviation” means departure from the requirements specified in the Bidding Document.

“Reservation” means setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document.

27.2. The Procuring agency/Employer shall evaluate the technical aspects of the bid submitted in accordance with ITB 30, to confirm that all requirements specified in Section VI – Works Requirement, Technical Specifications of the Bidding Documents have been met without material deviation or reservation.

27.3. If after the examination of the terms and conditions and the technical evaluation, the Procuring agency/Employer determines that the bid is not substantially responsive in accordance with ITB 27, it shall reject the bid.

28. Correction of Arithmetic Errors

28.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

28.1.1. if there is a discrepancy between unit prices and the sub-total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the sub-total price shall be corrected, unless in the opinion of the Procuring agency/Employer there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

28.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and

28.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

28.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

28.2. The amount stated in the Bid will, be rectified by the Procuring agency/Employer in accordance with the above procedure for the correction of errors and, with, the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, its bid shall be rejected after forfeiture of Bid Security or execution of the Bid Securing Declaration, as the case may be, in accordance with **ITB 41.3**.

29. Conversion to Single Currency

29.1. The unit rates and the prices shall be quoted by the bidder entirely in Pak rupees. A bidder expecting to incur expenditures in other currencies for inputs to the Works from outside the Procuring agency/Employer's country (referred to as the "Foreign Currency Requirements") shall indicate the same in the letter of bid-financial proposal. The proportion of the Bid Price (excluding Provisional Sums) needed by him for the payment of such Foreign Currency Requirements either (i) entirely in the currency of the Bidder's home country or, (ii) at the bidder's option, entirely in Pak rupees provided always that a bidder expecting to incur expenditures in a currency or currencies other than those stated in (i) and (ii) above for a portion of the foreign currency requirements, and wishing to be paid accordingly, shall indicate the respective portions in his bid. Comparison of bids quoted in different currencies and conversion of bids into a single currency shall be carried out in accordance with Rule 30(2) of the Public Procurement Rules, 2004.

30. Evaluation of Bids

30.1. The Procuring agency/Employer shall evaluate and compare only the bids determined to be substantially responsive, pursuant to **ITB 27**.

30.2. In evaluating the Technical Proposal of each Bid, the Procuring agency/Employer shall use the criteria and methodologies listed in the BDS

and in terms of works requirement. No other evaluation criteria or methodologies shall be permitted.

30.3. The Procuring agency/Employer's evaluation of a bid will take into account:

30.3.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

30.3.2. converting the amount resulting from applying above, if relevant, to a single currency in accordance with ITB 29;

30.4. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

30.5. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a single bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

30.6. If the bid, which results in the Evaluated Bid Price (Successful Bid), is seriously unbalanced or front loaded in the opinion of the Employer, the Employer may require the Bidder to produce detailed price analyses for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those prices with the construction methods and schedule proposed. After evaluation of the price analyses, taking into consideration the schedule of estimated Contract payments, the Employer may require that the amount of the performance security be increased at the expense of the Bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful Bidder under the Contract.

Explanation:

"Unbalanced" or "front-loaded" bids consist of deliberately submitting bids with artificially high prices or unit rates for the early stages of a construction project, offset by artificially low prices or unit rates for the later stages of the project, to improve the contractor's cash flow.

31. Domestic Preference

31.1. If the **BDS** so specifies, the Procuring agency/Employer will grant a margin of preference to the domestic contractor in line with the rules, regulations, regulatory guides or instructions issued by the Authority from time to time.

32. Determination of Successful Bid

32.1. The Procuring agency/Employer shall compare the evaluated bids in accordance with the predefined bidding procedure, of all substantially responsive bids to determine the Successful bidder.

33. Qualification of Bidder

33.1. The Procuring agency/Employer shall determine to its satisfaction whether the bidder is substantially responsive and whose bid is declared as Successful bid either continues to meet (if prequalification applies) or meets (if post-qualification applies) the qualifying criteria specified in Evaluation and Qualification Criteria.

Note: In case of international bidding, the parameters for incorporation or licensing within Pakistan may be fulfilled as part of post qualification.

33.2. The determination shall be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to **ITB 11**.

33.3. Prior to contract award, the Procuring agency/Employer will verify that the successful bidder (including each member of a JV) is not blacklisted/debarred. The Procuring agency/Employer will conduct the same verification for each sub-contractor proposed by the successful bidder.

34. Sub-Contractors

34.1. The bidder shall provide details regarding any specialized sub-contractor to the Procuring agency/Employer. In case change of sub-contractors, the bidder shall promptly notify the Procuring agency/Employer and obtain approval for replacement of sub-contractors.

34.2. Bidders may propose sub-contracting up to the percentage of total value of contracts or the volume of works as specified in the **BDS**.

35. **Abnormally Low Financial Bid**

35.1. A procuring Agency may reject abnormally low bids. The decision of the Procuring agency/Employer to reject a bid and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the bidder concerned. Moreover, the Procuring agency/Employer shall not incur any liability solely by rejecting abnormally bid

Guidance for Procuring agency/Employer:

An abnormally low bid means, in the light of the Procuring agency/Employer's estimate and of all the bids submitted, the bid appears to be abnormally low by not providing a margin for normal levels of profit. In order to identify the Abnormally Low Bid (ALB) following approaches can be considered to minimize the scope of subjectivity:

35.1.1. Comparing the bid price with the cost estimate;

35.1.2. Comparing the bid price with the bids offered by other bidders submitting substantially responsive bids; and

35.1.3. Comparing the bid price with prices paid in similar contracts in the recent past either government- or development partner-funded.

35.2. The Procuring agency/Employer will determine to its satisfaction whether the bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in **ITB 11**

35.3. The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to **ITB 11**, as well as such other information as the Procuring agency/Employer deems necessary and appropriate. Factors not included in these bidding documents shall not be used in the evaluation of the bidders' qualifications.

35.4. Procuring agency/Employer may seek “Certificate for Independent Price Determination” from the bidder and the results of reference checks may be used in determining award of contract.

Explanation: The Certificate shall be furnished by the bidder. The bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.

35.5. An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder’s bid, in which event the Procuring agency/Employer will proceed to the next ranked bidder to make a similar determination of that bidder’s capabilities to perform satisfactorily.

F. AWARD OF CONTRACT

36. Criteria of Award

36.1. Subject to **ITB 36 and 37**, the Procuring agency/Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has been declared as Successful Bidder, provided that such bidder has been determined to be:

36.1.1. eligible in accordance with the provisions of **ITB 3**;

36.1.2. is determined to be qualified to perform the Contract satisfactorily;
and

36.1.3. Successful negotiations have been concluded, if any.

37. Negotiations

37.1. The Committee of the Procuring agency/Employer may negotiate with the Most Advantageous Bidder relating to the following areas:

37.1.1. a minor alteration to the technical (drawings, design technical specifications) details of the statement of works;

37.1.2. Methodology, work plan, staffing in view to streamline the work;

37.1.3. a minor amendment to the Particular conditions of Contract;

37.1.4. finalizing payment arrangements;

37.1.5. clarifying details that were not apparent or could not be finalized at the time of Bidding;

37.2. Where negotiation fails to result into an agreement, the Procuring agency/Employer may invite the next ranked bidder for negotiations. Where negotiations are commenced with the next ranked bidder, the Procuring agency/Employer shall not reopen earlier negotiations.

38. Procuring agency's Right to reject All Bids

38.1. The procuring agency has the right to reject all bids in accordance with Rule 33 of the Public Procurement Rules, 2004. However, the Authority (i.e. **PPRA**) may call from the Procuring agency/Employer the justification of those grounds.

39. Notification of Award

39.1. The procuring agency shall announce and publish the evaluation result in accordance with Rule 35 of the Public Procurement Rules, 2004.

39.2. Where no complaints have been lodged, the bidder whose bid has been accepted will be notified of the award by the Procuring agency/Employer prior to expiration of the bid validity period through EPADS. However, the Procuring agency/Employer shall not award any procurement contract at least for five (05) days after the announcement of final evaluation report. The notification letter (herein after and in the condition of the contract and contract form called "Letter of Acceptance" will specify the sum that the Procuring agency/Employer will pay the successful bidder in consideration for the execution and completion of the

works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

39.3. The notification of award will constitute the formation of the Contract, subject to the bidder furnishing the Performance Security (or guarantee) in accordance with **ITB 41** and signing of the contract in accordance with **ITB 40**.

39.4. Upon the successful bidder's furnishing of the performance security (or guarantee) pursuant to **ITB 41**, the Procuring agency/Employer will promptly notify each unsuccessful bidder, the name of the successful bidder and the Contract amount and will discharge the Bid Security or Bid Securing Declaration of the bidder(s) pursuant to **ITB 17**.

40. Signing of Contract

40.1. Promptly after notification of award, Procuring agency/Employer shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.

40.2. Immediately after the Redressal of grievance by the **GRC**, and after fulfillment of all conditions precedent of the Contract Form, the successful bidder and the Procuring agency/Employer shall sign the contract.

40.3. Where no formal signing of a contract is required, work order issued to the bidder shall be construed to be the contract.

41. Performance Security (or Guarantee)

41.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring agency/Employer a Performance Guarantee in the amount and in the form stipulated in the BDS and PCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

41.2. If the Performance Guarantee is provided by the successful bidder and it shall be in the form specified in the BDS which shall be in any of the following:

41.2.1. certified cheque, cashier's or manager's cheque, or bank draft;

41.2.2. irrevocable letter of credit issued by a scheduled bank of Pakistan or in the case of an irrevocable letter of credit issued by a foreign bank, the letter shall be confirmed or authenticated by a scheduled bank of Pakistan;

41.2.3. bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign bidder, bonded by a foreign bank; or

41.2.4. surety bond callable upon demand issued by any reputable surety or insurance company.

Any Performance Guarantee submitted shall be enforceable in Pakistan.

41.3. Failure of the Most Advantageous Bidder to comply with the requirement of **ITB 40** shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or declare blacklisted (in case bid securing declaration is submitted) in which event the Procuring agency/Employer may make the award to the next most advantageous bidder or reinitiate the procurement process afresh (as a case may be).

42. **Advance Payment**

42.1. Advance payment will be provided to the bidder in percentage and in the manner as agreed by the both parties in terms of Conditions of the Contract.

42.2. The Procuring agency/Employer will provide an advance payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated and/or Conditions of the Contract. The advance payment request shall be accompanied by an advance payment security (guarantee) in the form provided in Section X. For the purpose of receiving the advance payment, the bidder shall make and estimate of, and include in its bid, the expenses that will relate to the purchase of equipment, machinery, materials, and on the engagement of labor during the first month beginning with the date of the Procuring agency/Employer's "**Notice to Commence**" as specified in the **PCC**.

43. General Performance of the Bidders

43.1. The Procuring agency/Employer reserves the right to obtain information regarding performance of the bidders on their previously awarded contracts / works. The Procuring agency/Employer may seek information / report from the previous employer for consideration. However, the Procuring agency/Employer shall incorporate such parameters in the evaluation criteria and accordingly decide the fate of the bid submitted.

44. Corrupt & Fraudulent Practices

44.1. Procuring agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM

45. Grievance Redressal

45.1. Grievance Redressal shall be carried out in accordance with Rule 48 of the Public Procurement Rules, 2004 i.e. Redressal of grievances by the procuring agency and “Redressal of Grievances Regulations 2021”.

H. MECHANISM OF BLACKLISTING

46. Mechanism of Blacklisting

46.1. The Procuring agency/Employer shall proceed Blacklisting of Bidders/Contractors in accordance with Rule 19 of the Public Procurement Rules, 2004 i.e. Blacklisting and “Blacklisting and Debarment of Bidders or Contractors Regulations 2024.”



Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
A. Introduction		
1	1.1	Name of Procuring Agency:ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY) (Pakistan Airports Authority (PAA)) The subject of procurement is:REQUEST FOR PROPOSAL FOR SERVICE LEVEL AGREEMENT (SLA) REPAIR & MAINTENANCE SERVICES OF CIVIL WORKS/FACILITIES AT ALLAMA IQBAL INTERNATIONAL AIRPORT (AIIAP) & RESIDENTIAL AREA AT WALTON LAHORE. Expected commencement date: Saturday, November 7, 2026
2.	2.1	Financial year for the operations of the Procuring Agency:2026-27 Name and identification number of the Contract: P127237
3.	3.1	JV/Consortium or Association Allowed: Yes Number of JV/Consortium Members: 2

B. Bidding Documents

4.	6.2 & 6.4	The Bidders may seek clarifications through EPADS v2.0: Clarification Date: Friday, October 2, 2026 Pre-Bid Meeting: Thursday, October 1, 2026 11:00 AM Venue: OFFICE OF DIVISIONAL ENGINEER CIVIL, ALLAP, LAHORE
5.	7.2	Any addendum, in case issued, shall be published on ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY) (Pakistan Airports Authority (PAA)) website and on EPADS v2.0.
C. Preparation of Bids		
6.	8.1	List of documents required along with the bid: No
7.	9.1	The qualification criteria to establish the supply / production capability of the bidder. <i>see Eligibility Criteria</i>
8.	11.2	Works and Their related documents: <i>See section Required Scope of Work</i>
9.	11.1	Price schedule will be provided according to the format defined and acquired. <i>see section price schedule.</i>
10.	11.4	Specifications: <i>see section of specifications.</i>

11.	11.5 & 13.5	The price shall be Fixed . The bid price shall be adjusted in accordance with Appendix provided - Formula for Price Adjustment.
12.	14.1	Currency of the Bids shall be : PKR
13.	16.1	The Bids/Bid Validity period shall be: 180 Days
14.	17.1	The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in BDS 6
15.	17.2	The Bid Security shall be in the form of: Pay Order, Banker's Cheque, Call at Deposit
16.	15.1	Alternative Bids to the requirements of the bidding documents willnot be permitted.
D. Submission of Bids		
17.	18.1 & 21.1	Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following; ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY), Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province). Bids that are not submitted on EPADS v2.0 shall be disqualified. The deadline for Bids submission is: Thursday, October 8, 2026 11:00 AM

E. Opening and Evaluation of Bids

18.	24.1	The Bids opening shall take place on EPADS v2.0. Day : Thursday Date: October 08, 2026 Time : 11:30 AM
19.	30.2	Selection technique adopted will be: Least Cost Based Selection (LCBS) <i>see Evaluation Criteria</i>

F. Award of Contract

20.	41.1 & 41.2	The Performance guarantee shall: 5.00%. The Performance Guarantee shall be acceptable in the form of: Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee
21.	45.1	Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

22.	37	Grievance against this procurement shall be submitted online on EPADS v2.0.
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Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	SECP
Company (Private Limited)	PEC

Eligibility Criteria	Document
Legal Status: Attach a) SECP company registration certificate / Incorporation certificate from registration of firm along with partnership deed in case of firm b) Memorandum & Article of Association or Partnership Deed (where applicable) OR any other relevant document to validate the legal status (Annexure G)	Yes
Last 03-years' audited Financial Statement: Attach last 3 year audited Annual Financial statements (Annexure H)	Yes
FBR Active Tax Payer, NTN number and Certificate, Professional tax certificate: Attach a) FBR NTN number b) Active Tax Payer list Certificate c) Valid and active status of NTN d) Professional Tax Certificate. (Annexure I1 to I2)	Yes
EOBI Registration Certificate: Attach a) EOBI Registration Certificate /letter (Annexure J)	Yes
Registration with Social Security : Attach a) Social Security Registration Certificate / letter (Annexure K)	Yes
Bank statement of Company's Bank Account and Bankers Certificate for Active bank account in Company's Name : Attach a) Fresh Banker's Certificate for maintaining the Company's Bank Account. b) Valid bank statement for the last one year (Annexure L1 to L2)	Yes
Data Provision Undertaking: Attach Undertaking on Company letter head (Annexure M)	Yes
Black List Undertaking: Attach an Undertaking on non-judicial stamp paper.(Annexure N)	Yes

Minimum Wage/ Regulatory dues/ taxes Payment Undertaking: Attach an Undertaking on non-judicial stamp paper. (Annexure O)	Yes
Pakistan Engineering Council Registration: Attach certificate of registration with the PEC in the relevant service i.e. code CE10, CE-01, CE-09 in category C-4 (Annexure F)	Yes



Evaluation Criteria

Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation %	
100	
Technical Marks	100
Passing Marks	100
Technical Evaluation Criteria	
Bidder should have 02 years experience of providing similar services, i.e. Maintenance/ Upkeep (R&M) of existing infrastructure during last 05 years against projects worth not less than 50 Million per annum OR The Contractor / Service provider must have completed at least 02 Civil Works Projects within last 05 years with a value of not less than 150 million as a single entity. (Quantitative)(Doc Required)	20
BE (Civil) Engineer registered with PEC having experience of at least 05 years DAE (Civil) having experience of at least 03 years Note: *CVs of BE (Civil) Engineers with PEC Registration Certificate and proof of current employment with company and previous experience must be attached OR any other document acceptable by client to validate experience **CVs of DAE (Civil) with DAE Certificates and proof of current employment with company and previous experience must be attached OR any other document acceptable by client to validate experience (Quantitative)(Doc Required)	20

The bidder shall submit an undertaking on stamp paper of appropriate value stating that all the equipment requirement as mentioned in the bidding document will be made available in accordance with the requirements spelled out in the contract throughout the currency of the contract at any time as required by the client (Quantitative)(Doc Required)	20
The average annual turnover (Rs. Million) during last three (03) financial year shall be; Minimum: Rs.100 M (Quantitative) (Doc Required)	20
The Minimum Monthly Average Credit Bank Balance in the Company's Bank Account should be Rs. 15 Million for the last 06 Months (Quantitative)(Doc Required)	20

Jobs/Lots

Lot Title : REQUEST FOR PROPOSAL FOR SERVICE LEVEL AGREEMENT (SLA) REPAIR & MAINTENANCE SERVICES OF CIVIL WORKS/FACILITIES AT ALLAMA IQBAL INTERNATIONAL AIRPORT (AIIAP) & RESIDENTIAL AREA AT WALTON LAHORE.

Bid Security : 5000000 PKR

Job	Delivery Schedule	Quantity
MANPOWER SERVICES	Address: ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY), Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province). Schedule: 730 Days Quantity: 1/job	1/job
TRANSPORT SERVICES	Address: ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY), Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province). Schedule: 730 Days Quantity: 1/job	1/job

Related Services :

No



Work Specifications and Market Rates

Lot Title: REQUEST FOR PROPOSAL FOR SERVICE LEVEL AGREEMENT (SLA) REPAIR & MAINTENANCE SERVICES OF CIVIL WORKS/FACILITIES AT ALLAMA IQBAL INTERNATIONAL AIRPORT (AIIAP) & RESIDENTIAL AREA AT WALTON LAHORE.

Specifications / Requirements:

Sr. No	Ref. No.	Description	Unit	Qty	Rate	Amount
1	1	Manpower Services	Job	1		
2	2	Transport Services	Job	1		
3		Total Estimated Price of scheme	as ment.	as ment.		258417304
					GRAND TOTAL:	Rs258,417,304.00

Scope of Work

The scope of work includes repair/ maintenance services of all civil infrastructure.



Price Schedule

For Individual Jobs

#	Job Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. “Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

2. Applicable Law

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. Language

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. Notices

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

5. Location

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

5.2. A {DOCUMENTS}

6. Authorized Representatives / Authority of Member in charge

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the SCC.

B. Commencement, Completion, Modification, and Termination of Contract

7. Effectiveness of Contract

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

8. Commencement of Services

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

9. Program schedule

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. Starting Date/Expiration Date

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

11. Entire Agreement

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. Modification

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. Force Majeure

13.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative

measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. Extension of Time

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. Termination

14.1. By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. By the Contractor

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. General

15.1. Standard of Performance

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. Conflict of Interests

16.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the SCC.

17. Insurance to be Taken Out by the Contractor

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. Contractor's Actions Requiring Procuring Agency's Prior Approval

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the SCC.

19. Reporting Obligations

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. Liquidated Damages

20.1. Payments of Liquidated Damages

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The

Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

20.3. Lack of performance penalty

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. Performance Guarantee

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in SCC.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. Sustainable Procurement

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.

D. Contractor's Personnel

23. Description of Personnel

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. Removal and / or Replacement of Personnel

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. Change in the Applicable Law

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

26. Services and Facilities

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. Contract Price

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

28. Terms and Conditions of Payment

28.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. Quality Control Identifying Defects

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are

found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

29.2. A {INSPECTION}

30. Correction of Defects, and Lack of Performance Penalty

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. Settlement of Disputes Amicable Settlement

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. Dispute Settlement

32.1. Arbitration

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Number of GC Clause 1

Definitions

The Procuring Agency is: ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY) (Pakistan Airports Authority (PAA)), Divisional Engineer ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY), Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).

The Supplier is:

The title of the subject procurement is: REQUEST FOR PROPOSAL FOR SERVICE LEVEL AGREEMENT (SLA) REPAIR & MAINTENANCE SERVICES OF CIVIL WORKS/FACILITIES AT ALLAMA IQBAL INTERNATIONAL AIRPORT (AIIAP) & RESIDENTIAL AREA AT WALTON LAHORE.

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY) (Pakistan Airports Authority (PAA)), Divisional Engineer
ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY), Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).

+92-345-567-2161

abrarahmad161@gmail.com

Contractor/ Bidder:

[Name, address and telephone number]

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY) (Pakistan Airports Authority (PAA)), Divisional Engineer
ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY), Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).
+92-345-567-2161
abrarahmad161@gmail.com

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17.

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.05%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be **5.00%** of the contract price in acceptable form of **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee**

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 28

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 29

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

Number of GC Clause 31

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract... (full clause unchanged)
- ii. At future of negotiation the dispute shall be resolved through mediation...
- iii. At failure of mediation, arbitration under Arbitration Act 1940...
- iv. Cost sharing equally...
- v. Proceedings may commence before/after completion...

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder shall be referred to arbitration under the laws of Pakistan including Arbitration Act 1940.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place shall be Islamabad. The award shall be final and binding.





Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P127237**

To: **ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY) (Pakistan Airports Authority (PAA)), Divisional Engineer ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY), Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY) (Pakistan Airports Authority (PAA)), Divisional Engineer ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY), Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **REQUEST FOR PROPOSAL FOR SERVICE LEVEL AGREEMENT (SLA) REPAIR & MAINTENANCE SERVICES OF CIVIL WORKS/FACILITIES AT ALLAMA IQBAL INTERNATIONAL AIRPORT (AIIAP) & RESIDENTIAL AREA AT WALTON LAHORE. (P127237)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and
8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

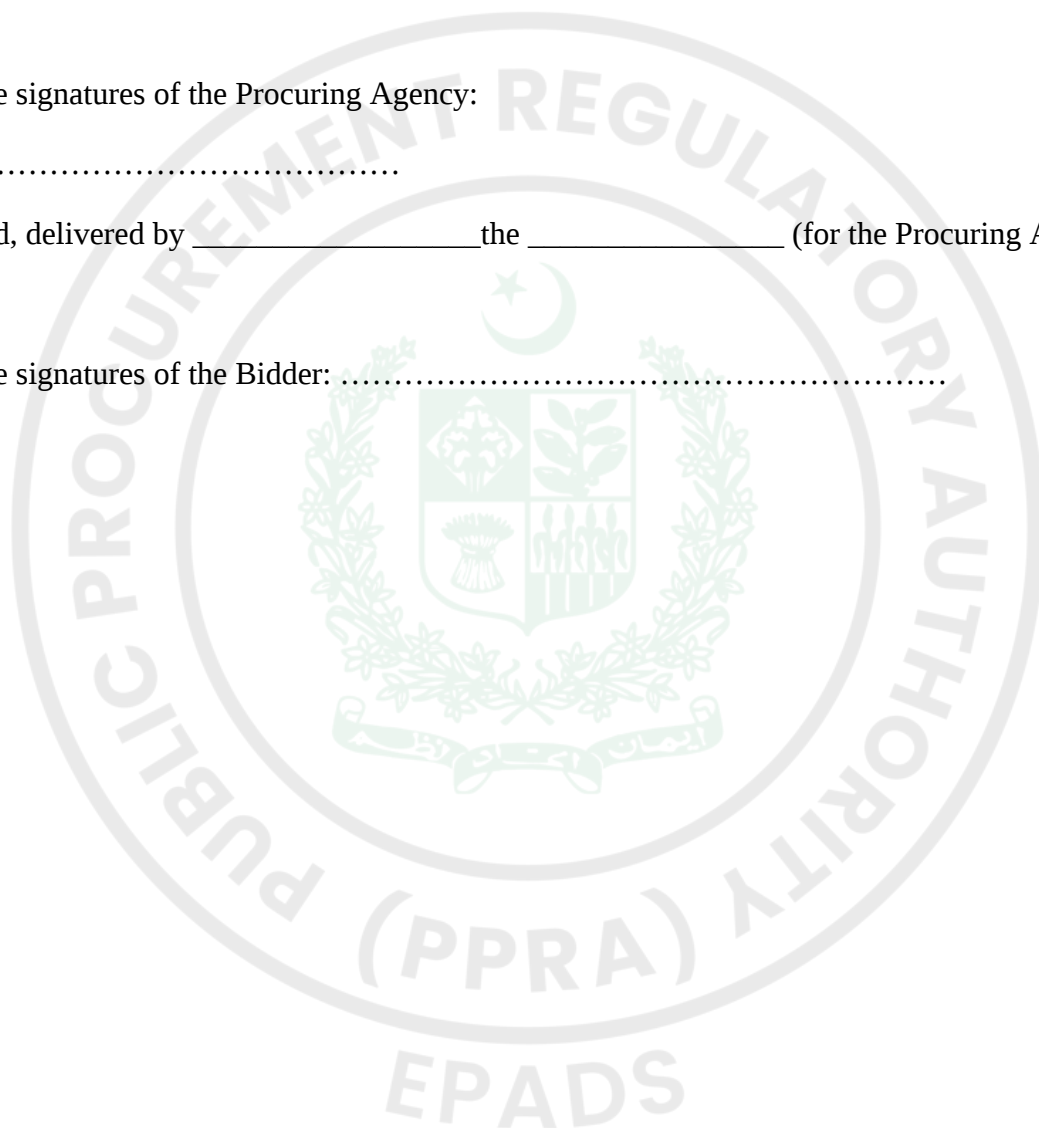
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee 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 consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

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



Performance Guarantee Form

Performance Guarantee Form

To: **ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY) (Pakistan Airports Authority (PAA)), Divisional Engineer ALLAMA IQBAL INTERNATIONAL AIRPORT (PAKISTAN AIRPORTS AUTHORITY), Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

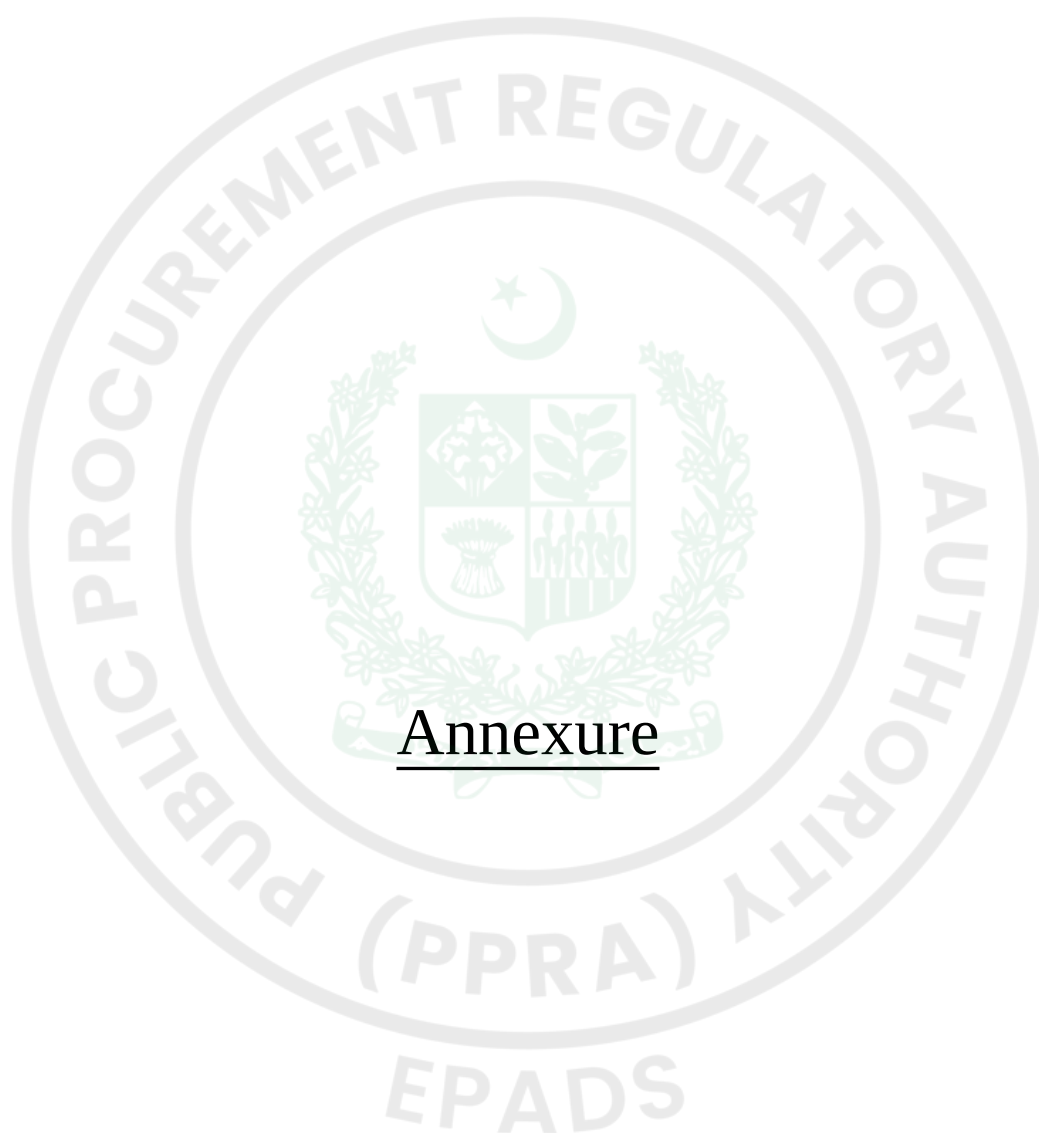
Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

INSTRUCTIONS TO BIDDERS

The provision contained herein shall supplement and form an integral part of the bidding document. In the event of any discrepancy, inconsistency or conflict, the provisions of this documents shall prevail.

Information (Read-Only)

See Form Under Additional Forms and Documents: **INSTRUCTIONS TO BIDDERS** (page number: 79)

Appendix C to IB

The provision contained herein shall supplement and form an integral part of the bidding document. In the event of any discrepancy, inconsistency or conflict, the provisions of this documents shall prevail.

Information (Read-Only)

See Form Under Additional Forms and Documents: **Appendix C to IB** (page number: 100)

Appendix D to IB

The provision contained herein shall supplement and form an integral part of the bidding document. In the event of any discrepancy, inconsistency or conflict, the provisions of this documents shall prevail. The bidder must submit all the required information.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Appendix D to IB** (page number: 102)

CONDITION OF CONTRACT

The provision contained herein shall supplement and form an integral part of the bidding document. In the event of any discrepancy, inconsistency or conflict, the provisions of this documents shall prevail.

Information (Read-Only)

See Form Under Additional Forms and Documents: **CONDITION OF CONTRACT** (page number: 104)

SCHEDULE 'A' TO CoC

The provision contained herein shall supplement and form an integral part of the bidding document. In the event of any discrepancy, inconsistency or conflict, the provisions of this documents shall prevail.

Information (Read-Only)

See Form Under Additional Forms and Documents: **SCHEDULE A TO CoC** (page number: 131)

SCHEDULE B TO CoC

The provision contained herein shall supplement and form an integral part of the bidding document. In the event of any discrepancy, inconsistency or conflict, the provisions of this documents shall prevail.

Information (Read-Only)

See Form Under Additional Forms and Documents: **SCHEDULE B TO CoC** (page number: 135)

SCHEDULE C TO COC

The provision contained herein shall supplement and form an integral part of the bidding document. In the event of any discrepancy, inconsistency or conflict, the provisions of this documents shall prevail.

Information (Read-Only)

See Form Under Additional Forms and Documents: **SCHEDULE C TO COC** (page number: 138)

SCHEDULE D TO COC

The Bidder must submit duly filled BOQ against each item

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **SCHEDULE D TO COC** (page number: 147)

SCHEDULE E TO CoC

The provision contained herein shall supplement and form an integral part of the bidding document. In the event of any discrepancy, inconsistency or conflict, the provisions of this documents shall prevail.

Information (Read-Only)

See Form Under Additional Forms and Documents: **SCHEDULE E TO CoC** (page number: 149)

SCHEDULE F TO COC

The provision contained herein shall supplement and form an integral part of the bidding document. In the event of any discrepancy, inconsistency or conflict, the provisions of this documents shall prevail.

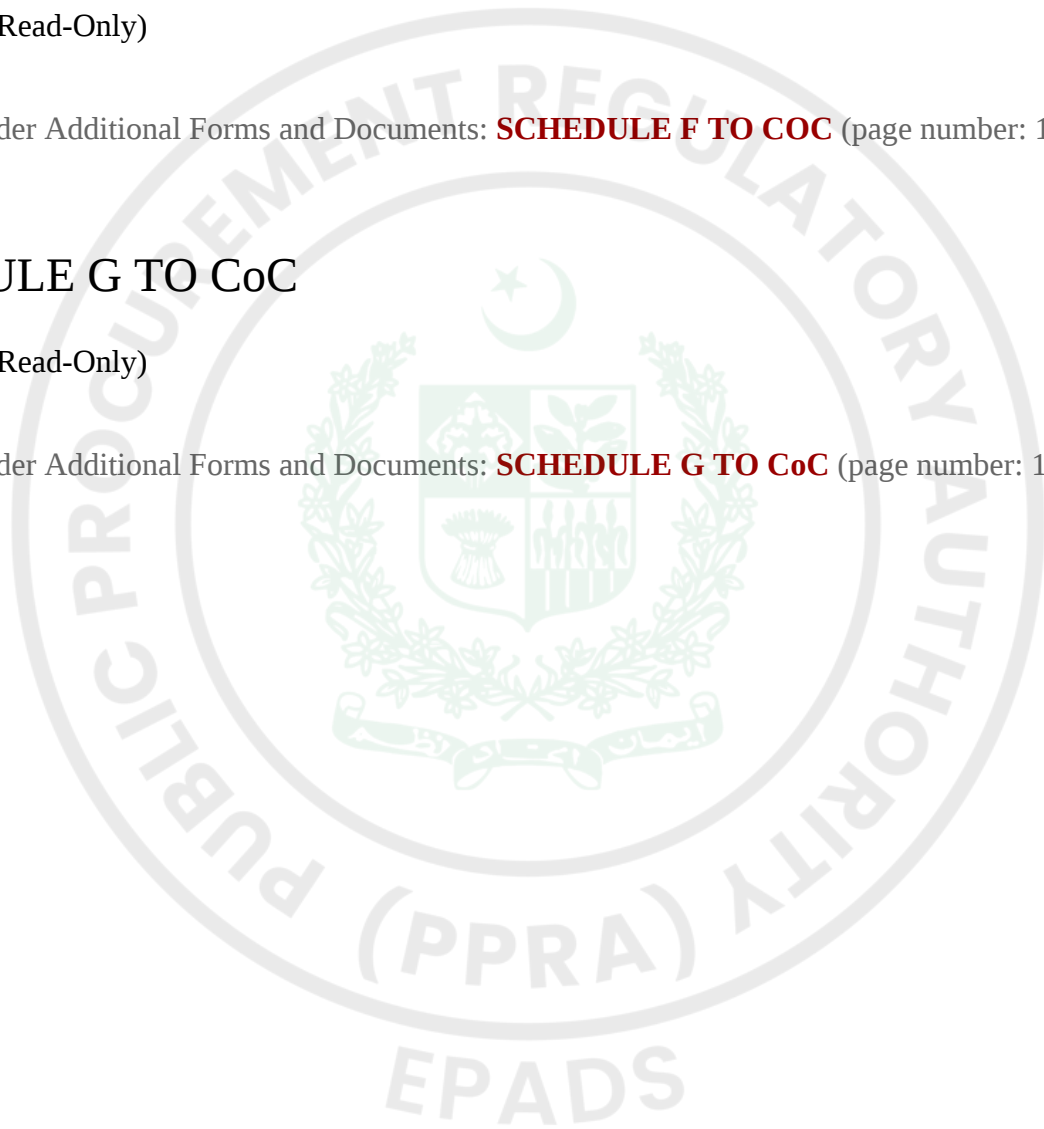
Information (Read-Only)

See Form Under Additional Forms and Documents: **SCHEDULE F TO COC** (page number: 150)

SCHEDULE G TO CoC

Information (Read-Only)

See Form Under Additional Forms and Documents: **SCHEDULE G TO CoC** (page number: 152)





Procurement Forms







Additional Forms and Documents



PAKISTAN AIRPORTS AUTHORITY

(REQUEST FOR PROPOSAL)

(Instruction to Bidders)

SERVICE LEVEL AGREEMENT (SLA)

for

**REPAIR & MAINTENANCE SERVICES OF
CIVIL WORKS/FACILITIES**

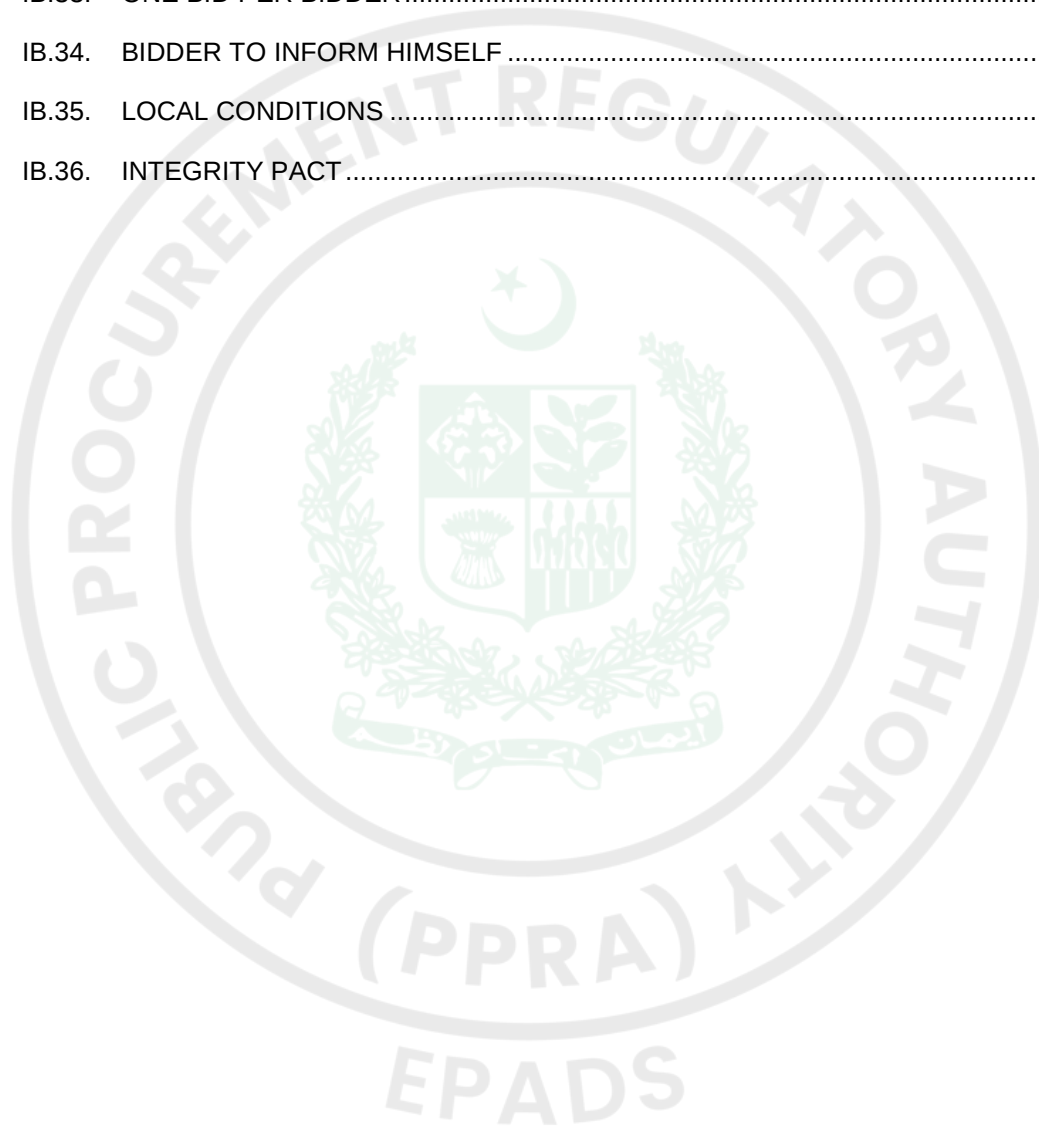
**AT ALLAMA IQBAL INTERNATIONAL AIRPORT (AIIAP)
& RESIDENTIAL AREA AT WALTON LAHORE**

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Instructions To Bidders (IBs)

GENERAL

IB.1. INTRODUCTION

Pakistan Airports Authority hereinafter called “the Client”) invites proposals from firms/companies having experience of providing Civil Works repairs & maintenance services in large organizations and who fulfil other parameters given in this RFP, for a period of two years and extendable for six months vide **Clause-14.14 of CoC**); subject to satisfactory performance, mutual agreement & approval of Competent Authority. The services required are **“Service Level Agreement (SLA) for Repair & Maintenance Services of civil works/Facilities at Allama Iqbal International Airport (AllAP) & Residential Area at Walton Lahore”**.

- 1.1 The financial bids of only those bidders will be opened, who technically qualify as per the evaluation criteria.
- 1.2 Standards and areas to be maintained / managed are defined so as to give a picture of the nature of service required.
- 1.3 Information regarding the areas is provided so as to facilitate the bidders to do their working accordingly.
- 1.4 Pakistan Airports Authority may change and/or increase or decrease the area, Service Standards etc. before opening of the bids, which would be deemed as final.
- 1.5 The bidders may visit the locations to ascertain the requirements of the service to be provided before submission of Bids. However, to have an idea, a detail of the services required is given in the RFP document.

IB.2. INSTRUCTIONS TO BIDDERS

- 2.1 The bidder is expected to carefully read the bidding documents and instructions therein.
- 2.2 Bidders will be evaluated on the basis of the defined criteria. After evaluation of mandatory documents, the technical bids evaluation shall be undertaken. The financial bids of only those will be opened, who technically qualify as per the evaluation criteria.
- 2.3 The bidders are required to submit their responses through **Single Stage – Two Envelope Procedure as per PPRA rule 36(b). Technical Proposal as well as the financial proposal shall be submitted online through EPADs on due dates respectively as per the tender notice** whereas a single package in hard form submitted by the bidder shall contain two separate sealed envelopes, one marked as “Civil - Technical Proposal” and the other as “Civil - Financial Proposal”.
- 2.4 The envelope containing the technical proposal shall include all relevant documentary proofs/ certificates as mentioned in this RFP document. The envelope should be duly sealed and titled as “Civil - Technical Proposal”.
- 2.5 The Financial Bid must be submitted in a sealed envelope, along with the financial instrument for payment of Earnest Money.
- 2.6 The complete proposals shall be submitted online through latest EPADs as per the respective dates and also a copy shall be delivered by hand or through courier service to **Divisional Engineer Civil, PAA, AllAP, Lahore**, before 1100 Hrs dated **8th October, 2026**. Documents not available online on due date

Instructions To Bidders (IBs)

and time of opening of both technical and financial bids at respective date and time will not be considered. The name and mailing address of the firm/Company should be written on the envelope.

- 2.7 The bidders are encouraged to visit the location before quoting the bids to ensure that they have fully understood the scope/quantum of the work.
- 2.8 PAA intends to arrange a Pre-Bid meeting prior to opening of bids. All bidders are encouraged to attend the pre-bid meeting. Any changes to the bidding document (if required) will be notified in writing) (or through email) to all bidders and such changes will be considered a part of this bidding documents.
- 2.9 The bidders shall ensure deployment of skilled / professional staff for performing the defined services.
- 2.10 PAA reserves the right to reject all bids as per PPRA Rules 2004 (Amended up to date) and regulation made there under.
- 2.11 PAA may assign the work to the lowest evaluated bidder.
- 2.12 The firm shall submit affidavit on non-judicial stamp papers that it will pay all regulatory dues, applicable taxes etc. and shall abide by minimum wage rate determined by the Federal Government.
- 2.13 Undertaking on non-judicial stamp paper to the effect that firm / company has not been blacklisted by any government / semi-government / autonomous body.
- 2.14 The minimum No. of required manpower for skilled and semi-skilled labours shall be in accordance with Schedule "C" to CoC.
- 2.15 In preparing the technical proposal, bidders are expected to examine all terms and instructions included in this document carefully as they will be evaluated on the basis of information provided by them. During preparation of technical proposal, bidders must give special attention to the following:
 - 2.15.1 Only the firms who have all the expertise for the assignment may submit their proposals (with reference to previous experience).
 - 2.15.2 The bidder should not only have the capacity to meet the timeline set by PAA, but should also be capable to scale up for future requirements.
 - 2.15.3 All the information shall be filled-in/submitted strictly as per enclosed forms. If necessary, photocopies of the forms may be made.
 - 2.15.4 All attachments/documentary evidences should be enclosed in order of 'Proposal Submission Form' enclosed as **Annexure (From A to O)**.

IB.3. PRE-REQUISITES FOR TECHNICAL QUALIFICATION OF FIRMS

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

- 3.1 The Service Provider Company must have minimum work experience as mentioned in evaluation criteria.
- 3.2 The firm must have valid Certification/ License by the Pakistan Engineering Council (PEC) i.e. minimum C-4 or above and relevant Specialization Code i.e. CE10, CE-01, CE-09
- 3.3 Certificate of incorporation /Memorandum & Article of Association or Partnership Deed / Sole Proprietorship etc.
- 3.4 The firms must have registration with income tax department and must be on active tax payers list of the Federal Board of Revenue and must have valid Professional Tax certificate.

Instructions To Bidders (IBs)

- 3.5 The firms must be registered with Provincial Employees Social Security Institution (PESSI) and Employee Old- Age Benefit Institution (EOBI).
- 3.6 The firm must provide last 03 years audited Bank Account Statement from chartered accountant firm.
- 3.7 The firm must provide Bank's certificate and bank account statement of company, certifying the availability of credit as specified in the technical qualification criteria.
- 3.8 The firm must furnish undertaking (fresh) on non-judicial stamp paper to the effect that the firm has not been black-listed by any Government, Semi Government and Autonomous Body.
- 3.9 The firm must furnish Confirmation/undertaking that they can provide to PAA all such information, data documentation, accounting records etc. pertaining to their operations etc. within Seven (07) working days of request for the same.
- 3.10 The firm must give an undertaking on non-judicial stamp paper that it will pay all the regulatory dues, taxes etc. and would abide by the minimum wage rate determined by the government.
- 3.11 The bidder must disclose if he is in litigation with any of its clients.

IB.4. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its bid and the Client shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

BIDDING DOCUMENTS

IB.5. CONTENTS OF BIDDING DOCUMENTS

5.1 The Bidding Documents are those stated below, and should be read in conjunction with any Addendum issued in accordance with Clause IB.6.

- | | | |
|-----|--|----------------------------|
| (a) | Instructions to Bidders (IB) | |
| (b) | Form of Bid / Letter of Offer | (Appendix "A" to IB) |
| (c) | List of approved banks | (Appendix "B" to IB) |
| (d) | Evaluation Criteria | |
| (e) | Form of Contract | (Appendix "C" to IB) |
| (f) | Forms "A" to "E" | (Appendix "D" to IB) |
| (g) | Conditions of Contract (CoC) | |
| (h) | Schedule of civil works/facilities/areas | (Ref: Schedule "A" to CoC) |
| (i) | Service Standards/ KPIs | (Ref: Schedule "B" to CoC) |
| (j) | Resource Commitment and function | (Ref: Schedule "C" to CoC) |
| (k) | Schedule of Prices | (Ref: Schedule "D" to CoC) |
| (l) | Form of Integrity Pact | (Ref: Schedule "E" to CoC) |
| (m) | Form of Performance Security | (Ref: Schedule "F" to CoC) |
| (n) | HSE MNL-002-MSXX.2.0 | (Ref: Schedule "G" to CoC) |

Instructions To Bidders (IBs)

- (o) Addendum (if any) pursuant to IB-6

5.2 The bidders are expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of bid submission shall be at the bidders own risk. Bids; which are not substantially responsive to the requirements of the Bidding Documents shall be rejected.

IB.6. AMENDMENT OF BIDDING DOCUMENTS

- 6.1 At any time prior to the deadline for submission of bids, the Client may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by issuing addendum.
- 6.2 Any addendum thus issued shall be part of the Bidding Documents pursuant to Clause IB.5 hereof, and shall be communicated to the bidders as per the procedure.
- 6.3 To afford prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Client may at its discretion extend the deadline for submission of bids in accordance with Clause IB.17.

PREPARATION OF BIDS

IB.7. LANGUAGE OF BID

The Bid prepared by the Bidder and all correspondence and documents relating to the Bid, exchanged by the Bidder and the Client shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Bid, the English translation shall govern.

IB.8. DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall comprise the following:

8.1 Technical Proposal (Mandatory Documents)

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

- 8.1.1 Signed copy of the RFP document along with Proposal Submission Form (**Form-A**) as **Annex-A**.
- 8.1.2 The undertaking for acceptance of terms and conditions of RFP. (**Form B**) as **Annex-B**.
- 8.1.3 Name, Valid address(s), phone(s) and/or fax, and e-mail address along with postal and telephonic address of head office and branch offices (as applicable) (**Form-C**) as **Annex-C**.

Instructions To Bidders (IBs)

8.1.4 List of Similar assignments completed and in hand along with number of resources deployed, contact person, duration of services for each client separately (**Form-D**)-as **Annex-D**.

8.1.5 A brief description of the Firm's Key personnel (Professional, Management & Clerical) qualification & experience (**Form-E**) as **Annex-E**.

Note: -These forms (A-E) shall be deemed as legal documents and will form part of the final contract. Bidders are requested to attach a letter from an authorized signatory attesting their competence and the veracity of information provided in the bids. Unsigned bids shall be treated as incomplete and may be rejected.

8.2 Technical Proposal Checklist

Along with the documents, Annexed as A through E in above mentioned Clause 8.1; following documents are part of documents evaluation checklist as per the order mentioned below.

Sr.#	Bid Evaluation Parameters:	Yes/No	Remarks
01	Pakistan Engineering Council Registration		Attach certificate of registration with the PEC in the relevant service i.e. code CE10, CE-01, CE-09 in category C-4 (Annexure F)
02	Legal Status		Attach a) SECP company registration certificate / Incorporation certificate from registration of firm along with partnership deed in case of firm b) Memorandum & Article of Association or Partnership Deed (where applicable) OR any other relevant document to validate the legal status (Annexure G)
03	Last 03-years' audited Financial Statement		Attach last 3 year audited Annual Financial statements (Annexure H)
04	FBR Active Tax Payer, NTN number and Certificate, Professional tax certificate		Attach a) FBR NTN number b) Active Tax Payer list Certificate c) Valid and active status of NTN d) Professional Tax Certificate. (Annexure I1 to I2)
05	EOBI Registration Certificate		Attach a) EOBI Registration Certificate /letter (Annexure J)
06	Registration with Social Security		Attach a) Social Security Registration Certificate / letter (Annexure K)

Instructions To Bidders (IBs)

07	Bank statement of Company's Bank Account and Bankers Certificate for Active bank account in Company's Name		Attach a) Fresh Banker's Certificate for maintaining the Company's Bank Account. b) Valid bank statement for the last one year (Annexure L1 to L2)
08	Data Provision Undertaking		Attach Undertaking on Company letter head (Annexure M)
09	Black List Undertaking		Attach an Undertaking on non-judicial stamp paper. (Annexure N)
10	Minimum Wage/ Regulatory dues/ taxes Payment Undertaking		Attach an Undertaking on non-judicial stamp paper. (Annexure O)

Note: -The bidders who provide documentary evidences in support each requirement shall be technically evaluated. The technical evaluation / marking shall be carried out according to the technical evaluation criteria in accordance with IB 21. Non-submission of supporting documents or furnishing forged documents or concealment of facts or submission of false information may lead to disqualification of such bidder.

8.3 Financial Proposal

- 8.2.1 For submission of Financial Proposal, please use Schedule of Prices (**Ref: Schedule "D" to CoC**) completed in accordance with Clauses IB.10 and IB.11. The breakdown of costs also to be submitted.
- 8.2.2 Completed Form of Bid / Letter of Offer (**Appendix "A" to IB**) on Company's Letter Head.
- 8.2.3 Bid Security furnished in accordance with clause IB.13
- 8.2.4 The companies not providing the breakdown of impact of mandatory regulatory payments or quoting prices less than applicable minimum wages, EOBI, PESSI, applicable taxes etc. and/or not mentioning the breakdown of provisions (Tools and plant, uniforms etc.) shall stand disqualified. The miscalculation or misleading presentation of financials including the contribution deductions will lead to disqualification. Such bid shall be treated as invalid.

IB.9. FORM OF BID AND SCHEDULES

The bidder shall complete, sign and seal the Form of Bid and enclose information as detailed in Clause IB.8.

IB.10. BID PRICES

- 10.1 The bidder shall fill the Schedule of Prices attached to these documents indicating the unit rates and prices of the Services to be performed under the Contract (both in words and figures).
- 10.2 The bidder shall fill rates and prices for all items of the Services described in the Schedule of Prices. Items against which no rate or price is entered by a bidder shall not be paid for by the Client when executed and shall be deemed covered by rates and prices for other items in the Schedule of Prices.
- 10.3 The cost of bid shall be inclusive of all applicable taxes (but excluding the provincial sales tax on services), regulatory payments, duties, cess as applicable 14 days prior to the date of bid opening subject

Instructions To Bidders (IBs)

to **Clause-13.19 of CoC** and all expenses including service charges, etc, the Contract Cost shall be unconditional and no additional amount would be included in the quoted cost at a later stage.

IB.11. CURRENCIES OF BID

Prices shall be quoted in the Pak. Rupees, only.

IB.12. JOINT VENTURE

In order for a Joint Venture to qualify:

- (a) All firms/companies comprising the joint venture shall satisfy the mandatory requirements of Clause IB.8.2 (2), IB 8.2 (5) and must have valid registration with PEC..
- (b) The cumulative impact / value(s) of experience / clients / PEC category / specialization codes shall be considered to fulfill the requirements of Evaluation Criteria, each partner must fulfill financial criteria i.e. annual / credit balance with respect to its share with joint venture agreement. However, annual turn-over/ credit balance of lead / partner in-charge shall be considered to fulfill the requirements of evaluation criteria.
- (c) All partners of the joint venture shall at all times and under all circumstances be liable jointly and severally to Client for the execution of the entire Contract in accordance with the Contract terms and conditions and a statement to this effect shall be included in the authorization mentioned under Para (g) below as well as in the Form of Bid and Form of Contract Agreement (in case of a successful bidder).
- (d) The Form of Bid, and in the case of successful bidder, the Form of Contract Agreement, shall be signed to be legally binding on all partners.
- (e) One of the joint venture partners shall be nominated as being in-charge and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners.
- (f) The partner-in-charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture.
- (g) A copy of the agreement entered into by the joint venture partners shall be submitted with the bid stating the conditions under which it shall function, its period of duration, the persons authorized to represent and obligate it and which persons shall be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture, the proportionate participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. No amendments/modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Client.

IB.13. BID SECURITY

- 13.1. The intending firm has to furnish a bid security / earnest money of amount Rs.5,000,000/- at the time of submission of bids.

Instructions To Bidders (IBs)

- 13.2. Any bid not accompanied by an acceptable Bid Security shall be rejected.
- 13.3. The Bid Security shall be in the form of Bank Draft/ Pay Order / Bank Guarantee from any scheduled Bank as per list of approved banks (**Appendix-B to IB**), in favor of **“Pakistan Airports Authority”** (subject to verification).
- 13.4. Bid Security of unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of bid validity. However, earnest money of successful bidder will be returned on furnishing “Performance Bond” (5% of the contract value) as bank guarantee, pursuant to Clause IB.29 and signed the Contract Agreement, pursuant to Clause IB.30.
- 13.5. The Bid Security may be forfeited:
 - (a) if a bidder withdraws his bid during the period of bid validity; or
 - (b) If there is an error in the bid (typo, miscalculation etc.) and the bidder does not accept the correction of his bid price or
 - (c) in the case of a successful bidder, if he fails to:
 - i. furnish the required Performance Security within the stipulated time period, in accordance with Clause IB.29, or
 - ii. Sign the Contract Agreement, in accordance with Clause IB.30.

IB.14. VALIDITY OF BIDS

- 14.1 The Bid shall be valid for **180 days** after the date of bid opening.
- 14.2 In exceptional circumstances prior to expiry of original bid validity period, the Client may request the bidders to extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. A bidder may refuse the request without forfeiture of his Bid Security. A bidder agreeing to the request shall be required to extend the validity of his Bid Security for the period of the extension, and in all respects.

IB.15. FORMAT AND SIGNING OF BID

- 15.1 Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.
- 15.2 All Schedules to Bid are to be properly completed and signed.
- 15.3 No alteration is to be made in the Form of Bid nor in the Schedules thereto except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.
- 15.4 Each bidder shall prepare the documents comprising the bid as described in Clause IB.8.
- 15.5 The bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign. This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bidder to act for and on behalf of the bidder. All pages of the bid shall be initialed and stamped by the person or persons signing the bid.

Instructions To Bidders (IBs)

- 15.6 The bid shall contain no alterations, omissions or additions, except to comply with instructions issued by the Client, or as are necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid. Conditional bids may lead to rejection.
- 15.7 Bidders shall indicate in the space provided in the Form of Bid their full and proper addresses at which notices may be legally served on them and to which all correspondence in connection with their bids and the Contract is to be sent.

SUBMISSION OF BIDS

IB.16. SEALING AND MARKING OF BIDS

- 16.1 The bidders are required to submit their responses through **Single Stage – Two Envelopes** bidding Procedure as per **PPRA Rule 36(b)**. The hard form of the bid shall comprise single package, containing two separate sealed envelopes i.e. "Technical Proposal" and "Financial Proposal" in accordance with Clause IB.8.3
- 16.2 The envelope containing the technical proposal shall include all relevant documentary proofs/ certificates as mentioned in this RFP document. The envelope should be duly sealed and titled as "Civil - Technical Proposal". Soft form of the same shall be uploaded on EPADs and will take precedent over the hard form
- 16.3 The envelope containing "Financial Proposal" shall include Financial Bid (Ref: Schedule "D" to CoC) along with Financial instrument for payment of earnest money. Soft form of the same will be uploaded on EPADs before the opening date
- 16.4 The duly sealed and signed bid shall be addressed to PAA office as mentioned in "Tender Notice", mentioning Date and Time of Opening.
- 16.5 If the envelopes are not sealed and marked as above, the Client shall assume no responsibility for the misplacement or premature opening of the bid.

IB.17. DEADLINE FOR SUBMISSION OF BIDS

- 17.1 The proposals shall be submitted online on EPADs and also by hand or through courier service to prescribed PAA Office on or before deadline(as mentioned in "Tender Notice"). In case of holiday/off day on the date of opening, the tender shall be opened on next working day at the same time and place. Documents received after the due date shall not be considered. The name and mailing address of the firm/Company should be written on the envelope. E-proposals will take precedent over the hard form
- 17.2 Bids with charges payable shall not be accepted, nor shall arrangements be undertaken to collect the bids from any delivery point other than that specified. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims for refund of each expense will be entertained.
- 17.3 Bids submitted through telegraph, telex, fax or e-mail shall not be considered.
- 17.4 The Client may, at his discretion, extend the deadline for submission of bids by issuing an addendum in accordance with Clause IB.6, in which case all rights and obligations of the Client and the bidders previously subject to the original deadline shall thereafter be subject to the deadline as extended.

Instructions To Bidders (IBs)

IB.18. LATE BIDS

- 18.1 Any bid not available in complete form on EPADs website at the time of opening shall not be entertained even if the hard form is received in the office of the client as prescribed in clause IB 17 shall be returned unopened to such bidder.
- 18.2 Delays in the mail, delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his bid shall be accomplished either in person, by messenger or by mail.

BID OPENING AND EVALUATION

IB.19. BID OPENING

A committee consisting of nominated members by the Client shall open the bids online of EPADs website, in the presence of bidders' representatives who choose to attend, at the time, date and location stipulated in clause IB 17. The bidders' representatives who are present shall sign in a register evidencing their attendance.

IB.20. CLARIFICATION OF BIDS

- 20.1 To assist in the examination, evaluation and comparison of Bids the Client may, at its discretion, ask the Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.
- 20.2 No negotiations with the bidder having been evaluated as lowest responsive or any other bidder shall be permitted. However, the Client may have clarification meeting (s) to clarify any item(s) in the bid evaluation report.

Instructions To Bidders (IBs)

IB.21. EVALUATION CRITERIA

21.1 The criteria for technical assessment the responsiveness of bids is as described below: -

Criteria	Description	Yes / No
Experience	Bidder should have 02 years experience of providing similar services, i.e. Maintenance/ Upkeep (R&M) of existing infrastructure during last 05 years against projects worth not less than 50 Million per annum OR The Contractor / Service provider must have completed at least 02 Civil Works Projects within last 05 years with a value of not less than 150 million as a single entity.	
Personnel Capability	- BE (Civil) Engineer registered with PEC having experience of at least 05 years - DAE (Civil) having experience of at least 03 years Note: <i>*CVs of BE (Civil) Engineers with PEC Registration Certificate and proof of current employment with company and previous experience must be attached OR any other document acceptable by client to validate experience</i> <i>**CVs of DAE (Civil) with DAE Certificates and proof of current employment with company and previous experience must be attached OR any other document acceptable by client to validate experience</i>	
Equipment Capability	The bidder shall submit an undertaking on stamp paper of appropriate value stating that all the equipment requirement as mentioned in the bidding document will be made available in accordance with the requirements spelled out in the contract throughout the currency of the contract at any time as required by the client	
Average Annual Turnover	The average annual turnover (Rs. Million) during last three (03) financial year shall be; Minimum: Rs.100 M	
Average Credit Balance	The Minimum Monthly Average Credit Bank Balance in the Company's Bank Account should be Rs. 15 Million for the last 06 Months	
Qualified / Disqualified		

Note: The service provider failing to meet any of the above criteria shall be disqualified.

21.2 **Financial proposal evaluation** criteria would be based on least cost method. The ranking will be based financial proposal (lowest to highest bids)

Instructions To Bidders (IBs)

21.3 **Final evaluation** of the technically qualified bids who have submitted their financial proposals is that the technically qualified bidder with the lowest bid will be considered successful

As per directions contained in HQCAA/1131/003/SCAS dated 19th May, 2021 the least cost method after technical evaluation will be adopted.

IB.22. TECHNICAL EVALUATION

- 22.1 Client may at its absolute discretion, exclude or reject any bid that in the reasonable opinion of Client contains any false or misleading claims or statements. Client has no liability to any person for excluding or rejecting any such bid at though an explanation statement will be provided to the rejected bidder.
- 22.2 All bids fulfilling requirements mentioned in IB.21.1 shall be considered as technically qualified.

IB.23. FINANCIAL EVALUATION

The Financial Proposals of Technically Qualified bidders shall be opened. The arithmetical errors found (if any) shall be corrected as follows: -

- (a) Where there is a discrepancy between amount in figures and words, the amount in words shall prevail.
- (b) Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted shall govern.
- (c) Any other arithmetic or technical correction (if required) will be made as per the appropriate practices

IB.24. PROCESS TO BE CONFIDENTIAL

- 24.1 Subject to Clause IB.19 heretofore, no bidder shall contact Client on any matter relating to its bid from the time of the bid opening to the time the bid evaluation result is announced by the Client.
- 24.2 Any effort by a Bidder to influence Client in the bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of its bid.

AWARD OF CONTRACT

IB.25. AWARD CRITERIA

Subject to Clause IB.26, the Client shall award the Contract to the successful in accordance to clause IB.23, provided that such Bidder has been determined to be qualified in accordance with the provisions of clause IB.22.

IB.26. CLIENT'S RIGHT TO VARY QUANTITIES

Client reserves the right at the time of award of Contract to increase or decrease the quantity specified in the Schedule of Prices without any change in the unit price or other terms and conditions.

Instructions To Bidders (IBs)

IB.27. CLIENT'S RIGHT TO REJECT ALL BIDS

The Client reserves the right to reject all bids and annul the bidding process at any time prior to acceptance of bid. Notice thereof shall be issued to all bidders who have submitted bids. The client shall upon request communicate the grounds for its rejection of all bids but is not required to justify these grounds. The client shall incur no liability in this regard.

IB.28. NOTIFICATION OF AWARD

28.1 Prior to expiration of the period of bid validity prescribed by the Client, the Client shall notify the successful bidder in writing ("Letter of Acceptance") that his bid has been accepted. This letter shall name the Contract Period, Monthly R&M Cost, Annual Cost and Contract Price as quoted in "Schedule of Prices" (**Ref: Schedule "D" to CoC**), which the Client shall pay the Contractor in consideration of the execution and completion of the Services by the Contractor as prescribed by the Contract.

28.2 The Letter of Acceptance and its acknowledgement by the bidder shall constitute the formation of the Contract, binding the Client and the Bidder till signing of the formal Contract.

28.3 Upon furnishing by the successful bidder of a Performance Security within (14) days after receipt of Letter of Acceptance, the Client shall promptly notify the other bidders that their bids have been unsuccessful and return their bid securities.

IB.29. PERFORMANCE SECURITY

29.1 The successful bidder shall, within (14) days after receipt of Letter of Acceptance, furnish to the Client a Performance Security of an amount equal to **05%** of the "Contract Price" (**Ref: Schedule "D" to CoC**) in the form of Bank draft / Pay order / Bank Guarantee from any Schedule Bank of Pakistan as per list of approved banks (**Appendix-C to IB**), in favor of "**Pakistan Airports Authority**"

29.2 Failure of the successful bidder to comply with the requirements of Clause IB.29.1 or Clause IB.30 or Clause IB.36 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

IB.30. SIGNING OF CONTRACT

30.1 Within fourteen (14) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Client shall send to the successful bidder the Form of Contract provided in the Bidding Documents, duly filled in and incorporating all agreements between the parties for signing and return it to the Client. The cost of execution of the Contract (on non-judicial stamp paper) is to be borne by the Successful Bidder.

30.2 The formal Contract between the Client and the successful bidder shall be executed within fourteen (14) days of the receipt of such Form of Contract Agreement by the successful bidder from the Client.

30.3 The following documents shall be deemed to form and be read and construed as part of the Contract Agreement:-

Instructions To Bidders (IBs)

- | | | |
|-------|---|----------------------------|
| i. | Letter of Acceptance | (Appendix "A" to IB) |
| ii. | List of approved banks: | (Appendix "B" to IB) |
| iii. | Completed Form of Bid/ Letter of Offer | |
| iv. | Form of Contract | (Appendix "C" to IB) |
| v. | Forms "A" to "E" | (Appendix "D" to IB) |
| vi. | Conditions of Contract (CoC) | |
| vii. | Schedule of Civil Works/ Facilities / Areas | (Ref: Schedule "A" to CoC) |
| viii. | Service Standards/ KPIs | (Ref: Schedule "B" to CoC) |
| ix. | Resource Commitment and Functions | (Ref: Schedule "C" to CoC) |
| x. | Schedule of Prices | (Ref: Schedule "D" to CoC) |
| xi. | Integrity Pact | (Ref: Schedule "E" to CoC) |
| xii. | Performance Security | (Ref: Schedule "F" to CoC) |
| xiii. | HSE MNL-002-MSXX.2.0 | (Ref: Schedule "G" to CoC) |

Instructions To Bidders (IBs)

ADDITIONAL INSTRUCTIONS

IB.31. INSTRUCTIONS NOT PART OF CONTRACT

Bids shall be prepared and submitted in accordance with these Instructions which are provided to assist bidders in preparing their bids, and do not constitute part of the Bid or the Contract Documents.

IB.32. SUFFICIENCY OF BID

Each bidder shall satisfy himself before Bidding as to the correctness and sufficiency of his Bid and of the rates and prices entered in the "Schedule of Prices" (**Ref: Schedule "D" to CoC**). Except insofar as it is otherwise expressly provided in the Contract, the rates and prices entered in the Schedule of Prices shall cover all his obligations under the Contract and all matters and things necessary for the proper execution of the Services.

IB.33. ONE BID PER BIDDER

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid shall be disqualified and bids submitted by him shall not be considered for evaluation and award.

IB.34. BIDDER TO INFORM HIMSELF

The bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the bid and entering into a Contract for execution of the Services.

IB.35. LOCAL CONDITIONS

Bidder must verify and supplement by his own investigations the information about site and local conditions. However, Client shall assist the Bidder wherever practicable and possible.

IB.36. INTEGRITY PACT

The Bidder shall sign and stamp the Integrity Pact (**Ref: Schedule "E" to CoC**) for all Federal Government procurement contracts exceeding Rupees ten million.

SIGNATURE/RUBBER STAMP OF TENDERER



SLA for R/M of Civil Works / Facilities at AIAP and Residential Area at Walton Lahore

Instructions to Bidders (IBs)

Appendix "A" to IB

FORM OF BID / LETTER OF OFFER

Bid Reference No. _____

"Service Level Agreement (SLA) for Repair & Maintenance Services of civil works/Facilities at Allama Iqbal International Airport (AIAP)"

To:

Gentlemen, (Office of

- Having examined the Bidding Documents including Instructions to Bidders, Conditions of Contract, Schedules and Addenda Nos. _____ for the execution of the above-named Services, we, the undersigned, being a company doing business under the name of and address _____ and being duly incorporated under the laws of _____ hereby offer to execute and complete such Services and remedy any defects therein in conformity with the said Documents including Addenda thereto for the cost mentioned in **"Schedule of Prices" (Ref: Schedule "D" to CoC)**.
- We understand that all the Schedules attached hereto form part of this Bid.
- As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of Rs. _____ (**in accordance with IB.13**), drawn in your favor or made payable to you and valid for a period of (28) days beyond the period of validity of Bid (**in accordance with IB.14**).
- Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
- We undertake, if our Bid is accepted, to execute the Performance Security (**in accordance with IB.29 of Instructions to Bidders and Section-12 of Conditions of Contract**) for the due performance of the Contract.
- We understand that you are not bound to accept the lowest or any Bid you may receive.
- We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other Bidder making a Bid for the Services.
- We confirm, if our Bid is accepted, that all partners of the joint venture shall be liable jointly and severally for the execution of the Contract and the composition or the constitution of the joint venture shall not be altered without the prior consent of the Client. (Not Applicable in case of Bid from a single firm).

Dated this _____ day of _____ 20____

Signature _____ in the capacity of _____
_____ duly authorized to sign bids for and on behalf of _____

(Name of Bidder in Block Capitals)

Address _____

Witness:



SLA for R/M of Civil Works / Facilities at AIAP and Residential Area at Walton Lahore

Instructions to Bidders (IBs)

Appendix "A" to IB

FORM OF BID / LETTER OF OFFER

(Signature) _____
(Name) _____
Address: _____
Occupation _____



SLA for R&M services of CIVIL Works/Facilities at AllAP and Walton Lahore
Instructions To Bidders (IBs)

Appendix “B” to IB

LIST OF APPROVED BANKS

S.#	PUBLIC SECTOR BANKS	S. #		S. #	ISLAMIC BANKS
1	National Bank of Pakistan	4	Allied Bank Limited	17	Al- Baraka Bank(Pakistan) Limited
2	Sindh Bank Limited	5	Askari Bank Limited	18	Bank Islamic Pakistan Limit
3	The Bank Of Punjab	6	Bank Al-Habib	19	Dubai Islamic Bank (Pakistan) Limited
		7	Faysal Bank Limited	20	Meezan Bank Limited
		8	Habib Bank Limited		
		9	Habib Metropolitan Bank Limited		
		10	JS Bank Limited		
		11	MCB Bank Limited		
		12	Samba Bank Limited		
		13	Soneri Bank Limited		
		14	Standard chartered Bank(Pakistan) Limited		
		15	United Bank Limited		
		16	Industrial and Commercial Bank of China Limited		



Form of Contract

"SLA for R/M of Civil Works / Facilities at AllAP and Residential Area at Walton Lahore"

This Contract is made at _____ on this _____ day of _____ 20____.

BY AND BETWEEN

Pakistan Airports Authority (PAA) established under the PAA Ordinance 2023, having its Headquarters at Terminal-I, Jinnah International Airport Karachi, represented by **Chief Operating Officer / Airport Manager, Allama Iqbal International Airport, Lahore** hereinafter called / referred to as "**Client**" (which term/expression, wherever the context so required, shall mean officers/ executive/ persons nominated/ authorized/ assigned/ deputed by it and shall include its successors-in-interest, authorized representatives, permitted assigns, the Airport Manager AllAP, administrators as the case may be) of **The First Part**.

AND

_____ a firm/ company incorporated under the laws of Pakistan and having its registered office at _____ represented by _____ as its duly authorized representative in this respect, hereinafter called/ referred to as "**The Service Provider**" (which term/expression, wherever the context so required, shall mean officers/ executive/ persons nominated/ authorized/ assigned/ deputed by it and shall include its successors-in-interest, authorized representatives, permitted assigns and trustees in bankruptcy) of **The Second Part**.

WHEREAS the Client is desirous of awarding Contract for subject services at Allama Iqbal International Airport, Lahore to the Service Provider for which purpose, the client followed "**Open Competitive Bidding**" procedure in the manner as provided in Public Procurement Rules;

AND WHEREAS the Service Provider submitted his Proposal in response to the Clients Request for Proposal (RFP) Documents and the Proposal of the Service Provider has been accepted by the client, where after, the client has offered to the Service Provider to perform the services as per this Contract.

AND WHEREAS the Service Provider has agreed to offer its services for the performance herein having represented to the Client that they have the required professional skills and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract, subject to payment of services cost as mentioned in the "**Schedule of Prices**" (**ref: Schedule "D" to CoC**) as per the requirements of the Proposal and the Contract to the full satisfaction of the Client.

NOW THEREFORE this agreement is reached between the parties on the terms and conditions as mentioned hereunder:-

The following documents shall be deemed to form and be read and construed as part of this Contract:-

- | | |
|---------------------------------|----------------------------|
| 1. Form of Contract | (Appendix "C" to IB) |
| 2. Letter of Acceptance | |
| 3. Letter of Offer | (Annex "A" to IB) |
| 4. Conditions of Contract (CoC) | |
| 5. Schedule of Equipment | (Ref: Schedule "A" to CoC) |
| 6. Service Standards / KPIs | (Ref: Schedule "B" to CoC) |
| 7. Resource Commitment | (Ref: Schedule "C" to CoC) |
| 8. Schedule of Prices | (Ref: Schedule "D" to CoC) |
| 9. Integrity Pact | (Ref: Schedule "E" to CoC) |
| 10. Performance Security | (Ref: Schedule "F" to CoC) |
| 11. HSE MNL-002-MSXX.2.0 | (Ref: Schedule "G" to CoC) |

In case of any conflict, the decision of Director General PAA shall be final, conclusive and binding on both parties.

IN WITNESS WHEREOF, the Parties here to have caused this Contract Agreement to be signed in their respective names as of the day and year first above written.

In witness whereof this agreement is signed between the parties, this the _____ day of _____ 20____ at _____.



Form of Contract

For and on behalf of Client:

Name: _____
Designation: _____
Signature: _____
[Seal]

Witness-1: _____
Signed by: _____
CNIC #: _____

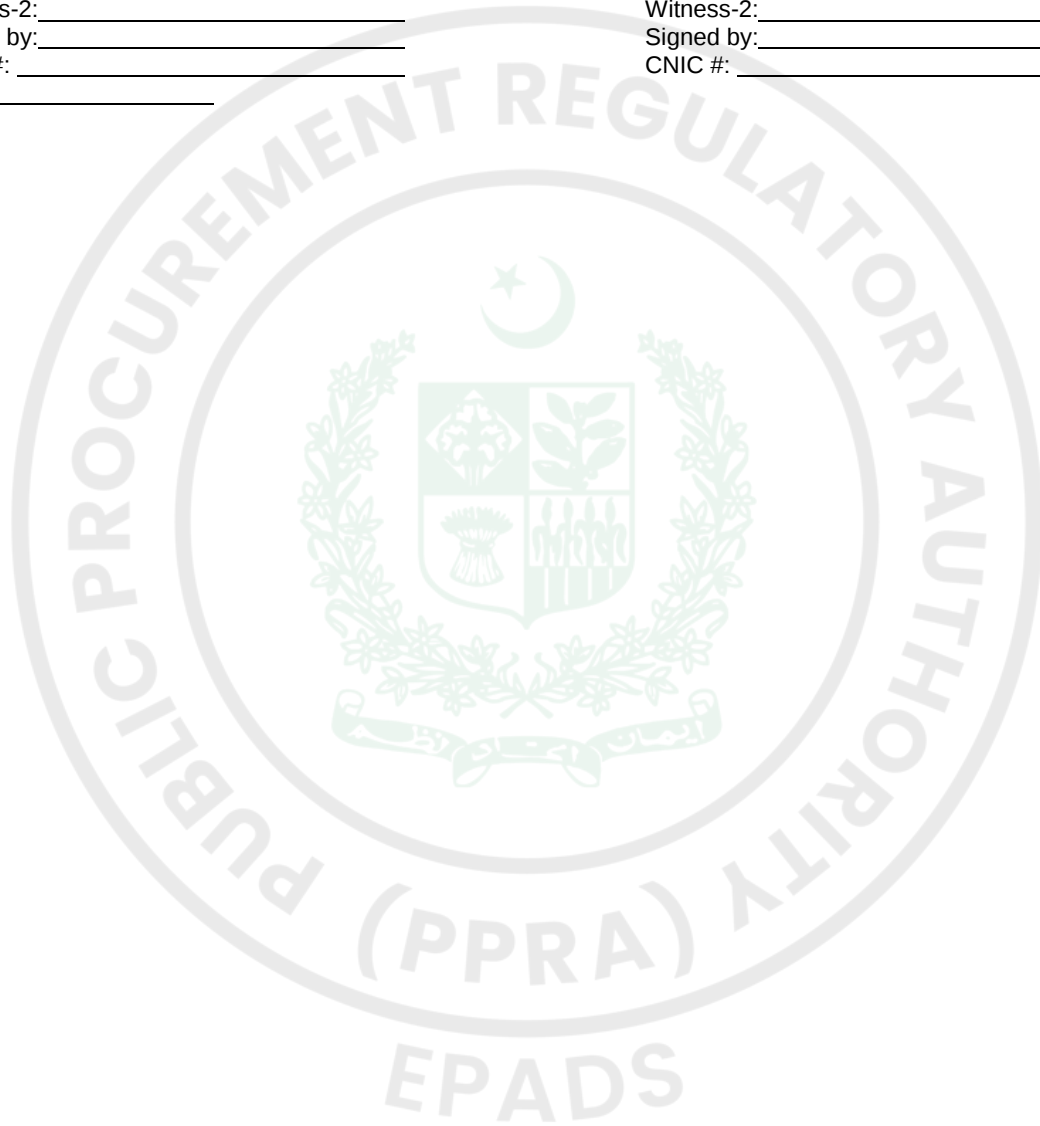
Witness-2: _____
Signed by: _____
CNIC #: _____

For and on behalf of Service Provider:

Name: _____
Designation: _____
Signature: _____
[Seal]

Witness-1: _____
Signed by: _____
CNIC #: _____

Witness-2: _____
Signed by: _____
CNIC #: _____





Form of Contract

"SLA for R/M of Civil Works / Facilities at AllAP and Residential Area at Walton Lahore"

This Contract is made at _____ on this _____ day of _____ 20____.

BY AND BETWEEN

Pakistan Airports Authority (PAA) established under the PAA Ordinance 2023, having its Headquarters at Terminal-I, Jinnah International Airport Karachi, represented by **Chief Operating Officer / Airport Manager, Allama Iqbal International Airport, Lahore** hereinafter called / referred to as "**Client**" (which term/expression, wherever the context so required, shall mean officers/ executive/ persons nominated/ authorized/ assigned/ deputed by it and shall include its successors-in-interest, authorized representatives, permitted assigns, the Airport Manager AllAP, administrators as the case may be) of **The First Part**.

AND

_____ a firm/ company incorporated under the laws of Pakistan and having its registered office at _____ represented by _____ as its duly authorized representative in this respect, hereinafter called/ referred to as "**The Service Provider**" (which term/expression, wherever the context so required, shall mean officers/ executive/ persons nominated/ authorized/ assigned/ deputed by it and shall include its successors-in-interest, authorized representatives, permitted assigns and trustees in bankruptcy) of **The Second Part**.

WHEREAS the Client is desirous of awarding Contract for subject services at Allama Iqbal International Airport, Lahore to the Service Provider for which purpose, the client followed "**Open Competitive Bidding**" procedure in the manner as provided in Public Procurement Rules;

AND WHEREAS the Service Provider submitted his Proposal in response to the Clients Request for Proposal (RFP) Documents and the Proposal of the Service Provider has been accepted by the client, where after, the client has offered to the Service Provider to perform the services as per this Contract.

AND WHEREAS the Service Provider has agreed to offer its services for the performance herein having represented to the Client that they have the required professional skills and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract, subject to payment of services cost as mentioned in the "**Schedule of Prices**" (**ref: Schedule "D" to CoC**) as per the requirements of the Proposal and the Contract to the full satisfaction of the Client.

NOW THEREFORE this agreement is reached between the parties on the terms and conditions as mentioned hereunder:-

The following documents shall be deemed to form and be read and construed as part of this Contract:-

- | | |
|---------------------------------|----------------------------|
| 1. Form of Contract | (Appendix "C" to IB) |
| 2. Letter of Acceptance | |
| 3. Letter of Offer | (Annex "A" to IB) |
| 4. Conditions of Contract (CoC) | |
| 5. Schedule of Equipment | (Ref: Schedule "A" to CoC) |
| 6. Service Standards / KPIs | (Ref: Schedule "B" to CoC) |
| 7. Resource Commitment | (Ref: Schedule "C" to CoC) |
| 8. Schedule of Prices | (Ref: Schedule "D" to CoC) |
| 9. Integrity Pact | (Ref: Schedule "E" to CoC) |
| 10. Performance Security | (Ref: Schedule "F" to CoC) |
| 11. HSE MNL-002-MSXX.2.0 | (Ref: Schedule "G" to CoC) |

In case of any conflict, the decision of Director General PAA shall be final, conclusive and binding on both parties.

IN WITNESS WHEREOF, the Parties here to have caused this Contract Agreement to be signed in their respective names as of the day and year first above written.

In witness whereof this agreement is signed between the parties, this the _____ day of _____ 20____ at _____.



Form of Contract

For and on behalf of Client:

Name: _____
Designation: _____
Signature: _____
[Seal]

Witness-1: _____
Signed by: _____
CNIC #: _____

Witness-2: _____
Signed by: _____
CNIC #: _____

For and on behalf of Service Provider:

Name: _____
Designation: _____
Signature: _____
[Seal]

Witness-1: _____
Signed by: _____
CNIC #: _____

Witness-2: _____
Signed by: _____
CNIC #: _____





PAKISTAN AIRPORTS AUTHORITY

(REQUEST FOR PROPOSAL)

(Condition of Contract)

SERVICE LEVEL AGREEMENT (SLA)

for

**REPAIR& MAINTENANCE SERVICES OF
CIVIL WORKS/FACILITIES**

**AT ALLAMA IQBAL INTERNATIONAL AIRPORT (AIIAP)
& RESIDENTIAL AREA AT WALTON LAHORE**

Conditions of Contract (CoC)

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Conditions of Contract (CoC)

1. DEFINITIONS AND INTERPRETATIONS

In the Contract, the following words and expressions shall, unless repugnant to the context have the meaning, hereinafter respectively assigned to them:

- 1.1. **“APM”** means Airport Manager
- 1.2. **“AllAP”** means ALLAMA IQBAL INTERNATIONAL AIRPORT.
- 1.3. **“Airside”** means Air craft movement area up-to security fence.
- 1.4. **“ASF”** means Airport Security Force
- 1.5. **“Bidders”** mean firms submitting Technical Proposals for pre-qualification, enlistment or selection as service providers as the case may be.
- 1.6. **“Conditions”** means the terms and conditions.
- 1.7. **“Client”** means PAA.
- 1.8. **“Commencement Date”** is the latest date when the Service Provider shall commence the Services after receiving Letter of Commencement from the Client. This shall be specified in the Work Order.
- 1.9. **“COO”** means Chief Operating Officer
- 1.10. **“Consumables”** are such items which need to be periodically used in order for a non-consumable component/device/equipment to perform its intended function. Consumables are used up/ discarded (and not returned).
- 1.11. **“Confidential Information”** means all information including copies” however disclosed including any Intellectual Property Rights (IPR), documents, ideas, computer programs, specifications, plans, drawings, pricing, marketing and customer information, information relating to market opportunities or business affairs and any other information marked or by implication, confidential or of commercial value.
- 1.12. **“Day”** means a calendar day.
- 1.13. **“DE”** means the Divisional Engineer (Civil) PAA
- 1.14. **“Documents”** means all documents (including any part of the Contract documents, conditions of the Contract, Schedule of Equipment, Resource Commitment, Key Performance Indicators & Downtime Evaluation, Schedule of Prices, Addenda (if any) or Confidential Information supplied by the Client to the Service Provider.
- 1.15. **“Exigency Event”** means any event of emergency, need etc. requiring additional inputs/ efforts to handle the pressure or tackle the situation.
- 1.16. **“Force Majeure”** means an event or circumstances beyond the control of a party which makes performance of the party's obligations illegal or impracticable.
- 1.17. **“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.
- 1.18. **“Land side”** means airport premises other than airside.
- 1.19. **“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 the client.
- 1.20. **“Materials”** means things of all kinds (other than plants & Service Provider's Equipment) to be supplied by PAA
- 1.21. **“OIC”** means the person notified by the Client to act as the officer in-charge for ensuring uninterrupted, continuous and efficient provision of Contractual services.
- 1.22. **“PAA”** means the Pakistan Airports Authority.
- 1.23. **“PPE”** means Personal Protective Equipment.

Conditions of Contract (CoC)

- 1.24. **“Premises”** means the buildings, areas or places where Services are to be provided under this Contract.
- 1.25. **“R/M”** Repair/ Maintenance.
- 1.26. **“Services”** means repair operations and Maintenance (O & M) services for the facilities / function specified in this Contract at Allama Iqbal International Airport, Lahore.
- 1.27. **“Service Provider’s Equipment”** is the Service Provider’s machinery, apparatus, tool and plant brought to the buildings/ premises/ site for use during execution of Services under this Contract.
- 1.28. **“Service Provider’s Employee”** means the staff of the Service Provider.
- 1.29. **“The Contract”** means this Service Level Agreement for rendering services, which comprises all the documents listed in this Contract and any variation to such documents in writing.
- 1.30. **“Term”** means the time period of validity of Contract.
- 1.31. **“The Service Provider”** means the O&M Contractor to whom; the Contract for provision of Operation & Maintenance Services is awarded.
- 1.32. **“T&P”** means Tools & Plants.
- 1.33. **“Work Order”** is the written order issued by the Client (after the Contract), to the Service Provider.

2. SCOPE OF SERVICES

The conditions defined under this Contract shall be applicable to the **“Repair & Maintenance Services of Civil works / Facilities at Allama Iqbal International Airport and Residential Area at Walton Lahore”** as defined in Schedule of Civil works and facilities (**Ref: Schedule “A” to CoC**).

- 2.1 The Service Provider shall be responsible for efficient services in all areas under the scope.
- 2.2 The standard of services shall be in adherence to the best industrial practices in this field and ideas should be taken from the world’s renowned airports and other sources of dissemination to make Allama Iqbal International Airport exemplary with respect to Civil Works upkeep.
- 2.3 The Service Providers shall perform their duties as per best practices, PAA rules / regulations, PAA technical orders and instructions issued by PAA representatives from time to time.
- 2.4 As and when required in writing by PAA, the Service Provider shall increase or decrease the number of personnel as may be determined by PAA in its sole discretion.
- 2.5 Authorized representative(s) of the Service Provider shall remain available at designated place(s) at the above said location round the clock, or as decided by PAA.
- 2.6 Authorized representatives & labourers of service provider must be in close contact, all the time, with DE Civil and his representatives. For the said purpose the service provider must provide the manpower with cell phones.
- 2.7 Service Provider will seek prior approval of PAA to carry out any material activity relating to Civil Works.
- 2.8 The provision of material not covered in this Contract will be the responsibility of PAA. Collection of the materials from PAA stores to site of work will be the responsibility of the service provider.
- 2.9 Services provider will be responsible for payment of wages to its employees deputed for Civil Works along with all applicable taxes, duties, uniforms, insurances etc.
- 2.10 Provision, availability and effectiveness of all Tools, plants, Machinery & Vehicles for R/M works

Conditions of Contract (CoC)

will be the responsibility of the service provider (**Ref: Schedule "C" to CoC**).

- 2.11 The Service Provider shall utilize equipment and tools with due care and diligence and will arrange Fuel & R/M (where required) of the same at their own cost. In case of malfunctioning replacement will be arranged by the service provider at their own cost.
- 2.12 Background check and obtaining security clearance of all the personnel, machinery and tools deployed by the Service Provider at the airport will be the sole responsibility of Service Provider. No extra claim shall be entertained by PAA in this regard.
- 2.13 The medical coverage, insurance etc. of the manpower in all circumstances will be the responsibility of the service provider.
- 2.14 The Service Provider would ensure economical consumption of materials and consumables.
- 2.15 The Service provider may be allowed to use certain PAA's equipment, tools and machinery, if required, on the sole discretion of PAA.
- 2.16 The Service Provider shall be responsible for efficient upkeep and maintenance of all areas as defined in **Schedule "A" to CoC** as per the directions of PAA.

Conditions of Contract (CoC)

3. DESCRIPTION OF SERVICES

3.1 Service Standards / Key Performance Indicators (KPIs)

- 3.1.1. Any facility/ infrastructure and work directly connected with flight operation, passenger facilitation and safety or notified in writing by OIC shall be considered as Critical work / service/ infrastructure and shall be dealt with upfront.
- 3.1.2. All other facilities / infrastructure and work shall be treated as **General** work / service / infrastructure.
- 3.1.3. Description of services and details of areas generally include the following but not limited to (Ref: **Schedule “A” to CoC for detailed description of services and nature of R/M works**);
 - Passenger Terminal Building (PTB)
 - Airside And Allied Facilities
 - Landside and Allied Facilities.
 - PAA Residential Area Walton Lahore
- 3.1.4. The un-serviceability of above mentioned General and critical area / facilities against any complaint / report shall be subject to deductions as specified in clause 06 and 07 of CoC. The fines / penalties and LDs shall be decided by DE based on level of un-serviceability.

3.2 Human Resource

- 3.2.1. The Service Provider shall provide skilled manpower to satisfactorily discharge its obligations under this Contract, in accordance with minimum figures as mentioned in “Resource Commitment” (**Ref: Schedule “C” to CoC**).
- 3.2.2. The Service Provider shall submit Credentials of the human resources to be deployed within fifteen (15) working days after notification for Award of Contract. The Service Provider shall immediately intimate the Client regarding updating in credentials of the human resource as and when any change in the same occurs.
- 3.2.3. The Service Provider may be directed to deploy additional resources to meet exigency operation services standards and/or contractual requirements without any additional cost to the Client.
- 3.2.4. Staff deployed for the assignment must be experienced and trained in their respective areas and able to perform services to the entire satisfaction of the Client.

3.3 Operation Services

- 3.3.1. The Service Provider shall be responsible to ensure 24/7 smooth, uninterrupted and safe operations and maintenance of the civil works / functions as defined in “Scope of Services” in the light of direction of the OIC (Ref: Section-2 of CoC).

Conditions of Contract (CoC)

- 3.3.2. The Service provider shall ensure deployment of skilled professionals/manpower for immediate response/activities in case of emergency and avoiding potential damage(s) to human life, equipment and infrastructure.
- 3.3.3. The Service Provider shall perform R&M management services as per Client recommendations/ airport applicable standards/ Operational requirements/ PAA regulations/SOPs/Aerodrome manual / maintenance manual etc.

3.4 Preventive Maintenance Services (PMS)

- 3.4.1. The Service Provider shall be responsible to perform preventive maintenance services for all infrastructure for civil works falling in areas stated in clause 3.1.3 (CoC) and in detail stated in Sch. A to CoC. The service provider will carry out inspections as per clause 3.4.2 and submit findings to the client then only the client will issue instructions to execute maintenance works.
- 3.4.2. The Service Provider shall perform the following services (as applicable) under Preventive Maintenance scope in the light of instructions chalked out in clause 3.4.1: -
- 3.4.2.1. Weekly Maintenance Services [Public and Passenger areas (floor, ceiling, paint, cladding, railing, wood glass and metal works with accessories, sign boards, counters and partitions etc.)]
 - 3.4.2.2. Monthly Maintenance Services [Taxiways and Apron (markings & surface), airside boundary fence, perimeter road (marking surface and shoulder etc.), sewerage system, and it cleaning through mechanical means]
 - 3.4.2.3. Inspection of storm water drain after every rain spell and subsequent cleaning through mechanical means
 - 3.4.2.4. Quarterly Maintenance Services [expansion joints (building and bridges), entry gates and sheds, Fair weather strips, storm water drains etc.]
 - 3.4.2.5. Half-yearly Maintenance Services [Airside & landside allied buildings and facilities finishing works, Roofs and storm water drains etc.]. The first inspection will be done at the start of contract.
 - 3.4.2.6. Annual Maintenance Services [Buildings exterior paints, parking shed, landside roads and walkways, check posts Cargo, water works (Overhead water tanks and underground reservoirs) etc.]. The first inspection will be done at the start of contract.
 - 3.4.2.7. Calibration / Testing/ Analysis Services
- 3.4.3. The Service Provider shall properly record all performed services and planned closure of facility (if any) with reasonable details.
- 3.4.4. The Service Provider shall render preventive maintenance services as per international practices/ standards / airport applicable standards/ Operational requirements/ PAA regulations / Aerodrome manual / maintenance manual/ engineering practices.

Conditions of Contract (CoC)

- 3.4.5. The Service Provider shall ensure arrangement, management, utilization of standard/special tools (calibrated as applicable) and equipment/ machinery, all type welding T&P with gas cylinders (for arc welding) and blow lamp with cylinders, instruments [Ref: Schedule “C” of CoC (2)].
- 3.4.6. The standard consumables i.e. silicon, screws, nails (steel+iron), adhesives (glue, samad bond), hexa blade, blades, iron bits, concrete bits, steel wire brush, brush, iron brush, iron disc, all type of cutting disc,(tile, wood, concrete, metal and etc.), masking tape, Teflon tape, warning tape, kerosene / petrol (for dewatering / minor application)Hilti, bits, duster, brooms, wipers, emery paper, bags, PVC hose, tool kits, first aid kit, etc. required for maintenance shall be arranged by the Service provider. The cost of standard consumables are deemed to be covered in Contract Cost.
- 3.4.7. The client shall provide space for stock maintenance/ work shop and office space for complaint cell if available. Charges for office space/ work shop and utilities shall be applicable as per PAA rules and regulations
- 3.4.8. The Service Provider shall also be responsible to arrange necessary technical support from market (as and when required) for Preventive Maintenance; without any additional cost to the Client.
- Note: The preventive maintenance services as mentioned in clause 3.4.2 for Walton will comprise only monthly, quarterly and annual inspections.*

3.5 Corrective Maintenance Services (CMS)

- 3.5.1. The Service Provider shall be responsible to perform corrective maintenance services in areas stated in Sch A to CoC for all civil works function, facilities and infrastructure against unserviceability complaints / reports received via telecom, unserviceability report, inspection report, inspection visits and/or verbal instruction of officer in-charge. The service provider shall seek directions from the OIC / client regarding the requirements for attending the unserviceability complaints before execution.
- 3.5.2. The Service Provider shall perform the services under Corrective Maintenance scope as per the directions of the OIC / client including but not limited to: -
- 3.5.2.1. Facilities unserviceability identification and remedial actions including cordoning-off the faulty / unserviceable function / service/ area with taking custody to damages materials / items and submitting the same to the Client.
- 3.5.2.2. Fault diagnosis and localizing/tracing of faulty parts/components/segments/ materials.
- 3.5.2.3. Storm water drain mechanical and manual cleaning / unclogging
- 3.5.2.4. The repair of unserviceability through
- 3.5.2.4.1. Applicable industrial processes i.e. welding / soldering/brazing/riveting/crimping/ jointing/folding/cutting/grinding/drilling/chiseling/core-cutting etc.
- 3.5.2.4.2. Applicable machining processes (on standard lathe/milling machines).

Conditions of Contract (CoC)

- 3.5.2.4.3. Re-fixing/ reusing of ceiling, flooring, railing, wood work, concrete blocks and roof, tuff pavers, doors & accessories, windows & accessories, metal gates, fences, railing, sanitary items, plumbing items, faucets, counters, wood work, vanities etc.
- 3.5.2.5. Any other maintenance / repair work at areas specified in the contract agreement
- 3.5.3. The Service Provider shall render corrective maintenance services as per client recommendations/standards/ airport applicable standards/ Operational requirements/ PAA regulations/Aerodrome manual / Engineering practices etc.
- 3.5.4. The Service Provider shall ensure arrangement, management, utilization of standard/special tools (calibrated as applicable) and equipment/ machinery, all type welding T&P with gas cylinders (for arc welding) and blow lamp with cylinders, instruments [Ref: **Schedule “C” of CoC (2)**].
- 3.5.5. The Service Provider shall also be responsible to arrange necessary technical support from market (as and when required) for Corrective Maintenance; without any additional cost to the Client.
- 3.5.6. In case of any operational emergency situation following priority order for job preference should be followed as per the directions of the OIC: -
1. Aircraft safety related jobs.
 2. Safety & Security related jobs.
 3. Water supply / sewerage.
 4. Passenger Facilitation.
 5. Or as per direction of officer in-charge / DTM regarding priority setting for rectification of operational unserviceability.

3.6 Complaints Management Services (CMS)

- 3.6.1. The services provider shall be responsible to maintain complaint register to along with complaint slips duly signed by the complainant and assurance for submission of the same to the client / OIC at the end of each month.
- 3.6.2. Complaint log should be properly maintained and kept updated.

3.7 Documentation Management

- 3.7.1. The Service Provider shall maintain the following documentation and records: -
- 3.7.1.1. Complaint Register(s)
 - 3.7.1.2. Duty rosters
 - 3.7.1.3. Attendance / Leave Record
 - 3.7.1.4. Preventive Maintenance reports of the following services (as applicable):-
 - Weekly Maintenance Services
 - Monthly Maintenance Services
 - Quarterly Maintenance Services
 - Half-yearly Maintenance Services

Conditions of Contract (CoC)

- Annual Maintenance Services
- 3.7.1.5. Complaint Logs with remedial measures and rectifications.
- 3.7.1.6. Incident / Accident occurrence and potential hazard reports
- 3.7.2. The service provider shall submit monthly maintenance records comprising all the necessary details (preventive and corrective actions etc.) in editable format (MS word or MS Excel) to the client as an integral part of documentation management
- 3.7.3. Any other records deemed necessary/ required by the Client.
- 3.7.4. The Service Provider shall utilize its own photocopier, scanner, printer, printer ink, office stationery, printed registers (as per PAA format) and storage devices (CDs/DVDs, Hard Drives) for backups, to meet documentation requirements defined in this Contract. However, the same storage devices (CDs/DVDs, Hard Drives, Software's for backups) if available shall become property of the Client upon expiry/termination of the Contract.
- 3.7.5. The client shall provide available manuals, specification and drawings to the Service Provider on requirement. However, in case of any additional information or technical support (from local market) as required by the client, the same shall be arranged by the Service Provider itself without any additional cost to the Client. The same shall become property of the Client upon expiry/termination of the Contract.

3.8 General Obligations

- 3.8.1. The Service Provider shall keep the infrastructure in excellent serviceable condition through its extensive Preventive and Corrective Maintenance Services.
- 3.8.2. The Service Provider shall maintain neat and clean area within its scope of Services.
- 3.8.3. The Service Provider shall ensure deployment of skilled manpower in all maintenance shifts as approved by officer in-charge. The Service Provider Manager shall be available as 24 hour On-Call back up outside of normal office hours, with maximum of 30 minutes response time.
- 3.8.4. The Service Provider staff deployed in shifts shall not leave its operations area unless charge is handed over.
- 3.8.5. The Service Provider shall attend all unserviceability / operational issues at any time. The Service Provider shall inform the Client regarding preventive maintenance activities and any planned unavailability of the facility / function / area.
- 3.8.6. The technical information, drawings, records and other documents shall not be copied, transferred or divulged and/ or disclosed to third party in full/ part without prior approval of the Client.
- 3.8.7. The Service provider shall abide by HSE rules in accordance with client HSE manual latest edition as amended from time to time **(Ref: Schedule G to CoC)**
- 3.8.8. The service Provider shall issue photo identity cards to its staff indicating Name, CNIC Number, Designation, Staff Number and designated areas for performing duties at the airport. The Staff of the Service Provider shall display the identity card & airport entry

Conditions of Contract (CoC)

passes appropriately during duty timings for identification failing which due penalty shall be imposed as per clause no. 5 of CoC

- 3.8.9. In case of any fault / unserviceability, the response time for the deployed manpower at the airport for accessing the site shall not exceed 20 minutes for critical areas / facilities and 60 minutes for general areas and facilities. The rectification shall not exceed 08 hours (or rectification time specified otherwise) (if alternate/stand-by system is not available) or exceed 24 hours (or rectification time specified otherwise) (if alternate/stand-by system is available), provided that the fault is rectifiable at site and/or availability of required materials. Failure to comply will invoke imposition of fines / penalties as per the relevant contract conditions.
- 3.8.10. The Service Provider shall devise a mechanism to keep himself continuously informed about the operational status/ performance/ efficiency of all civil functions and facilities under his areas of responsibilities so as to respond against any malfunctioning, poor performance, un-serviceability and failure in a timely manner.
- 3.8.11. The Service Provider shall be responsible for communication systems/ facilities for its staff at the airport for performance of their task and duties, as required. The Client shall provide two-way radios and the Service Provider shall be responsible for their proper usage and care.
- 3.8.12. The Client shall provide working platforms (manual or mechanical, within Passenger Terminal Building) as needs arises subject to availability. However, in case of non-availability of the same, service provider shall arrange suitable scaffolding/ stairs (within 24 hours) to prevent delay in maintenance. The service provider to arrange the working platform for working outside PTB.
- 3.8.13. The service provider shall ensure proper handling, transportation and dumping of hazardous waste (if applicable) to designated points within airport premises.
- 3.8.14. The service provider ensure 24/7 availability of transport facility for Airport Airside and Land side operational movements and material delivery.

4. VARIATIONS

- 4.1. The Client may (by Variation Order) instruct the Service Provider to provide Additional Services, which may cover any of the following scope:
 - The R/M Works (in addition to those already mentioned under scope of this contract).
 - To mitigate such an emergency situation, which may result in hampered/ceased airport operations or fatal to human life/equipment/infrastructure (**Ref: Section-14.20 of CoC**).
- 4.2. Subsequent upon written instruction (stating the scope of Additional Services) by the Client, the Service Provider shall submit its "Variation Proposal".
- 4.3. The "Variation Proposal" shall comprise the following:
 - Technical Proposal; comprising need analysis, scope of services, drawings, measurements sheet, time line/completion / delivery period, warranty or defect liability coverage (as applicable).

Conditions of Contract (CoC)

- Financial Proposal; comprising rate analysis (of all services, materials and etc.), BOQ and proposal validity period.
- 4.4. The Client shall analyze feasibility of the technical proposal and evaluate reasonability of financial proposal on the basis of the following:
- In case the rates mentioned in “Schedule of Prices” (**Ref: Schedule “D” to CoC**) are directly applicable to the services in question, the rates of “Schedule of Prices” shall be utilized.
 - In case the rates mentioned in “Schedule of Prices” (**Ref: Schedule “D” to CoC**) are not applicable to the services in question, the rates shall be determined on the basis of latest Pak PWD schedule of rates and/or prevailing market rates.
 - The rates, so determined by the Client and agreed by the Service Provider shall be considered as finalized.
- 4.5. Subsequent upon approval of the “Variation Proposal”, the “Variation Order” shall be issued by the **COO/Airport Manager, AIAP** to the Service Provider.
- 4.6. The Service Provider shall deliver the Services and the same shall be verified by the DE or DE representative.
- 4.7. The Service Provider shall claim the cost of Variation Order in succeeding Monthly Bill(s) as “Variations”.
- 4.8. The extra / substituted items if any, shall be based on latest Pak PWD Schedule of Rates 2022 with premium as per tendered rates in the agreement. The items other than Pak PWD Schedule of Rates, shall be analyzed basing on prevailing market rates with suitable premium to cover the profit and overhead.

5. SATISFACTORY PERFORMANCE

- 5.1. Subsequent upon completion of each Month, Satisfactory Performance Certificate shall be issued by the DE, stating that services have been rendered satisfactorily.
- 5.2. The Satisfactory Performance Certificate shall be mandatory for release of payment to the Service Provider

6. FINES/ PENALTY

- 6.1. Fine/ penalty will be imposed upon the service provider for the following or any other violation of the SLA/ Contract Document as decided by OIC or/ and DE, with minimum value as under;

6.1.1	Delay in completion of repair / maintenance critical Job	Rs. 10,000/- per day/ Job
6.1.2	Delay in completion of repair / maintenance general Job	Rs. 5,000/- per day/ Job
6.1.3	Non-availability of uniform/ Airport Entry Pass	Rs.500/-Day/Individual
6.1.4	Malfunctioning/ absence of vehicles	Rs. 7,500/- per day
6.1.5	Misconduct / criminal/ illegal activity at site.	Rs. 10,000 / Day / Event
6.1.6	Maintenance delays due to non-availability of	Rs. 3,000 / Day /Item

Conditions of Contract (CoC)

	tools/consumables (defined under Clause-3.4 and 3.5 of CoC)	
6.1.7	Non-compliance to Documentation Management provisions (defined under Clause-3.7 of CoC)	Rs. 500 / Day / item
6.1.8	Ab-initio non-provision of manpower/ non-provision of substitute manpower after (07) days	Rs.5000/Day/Individual
6.1.9	Absence without Replacement	Rs.1,500/Day/Individual
6.1.10	Unsafe working / violation of HSE Manual / Non-availability of Reflective Vests/ PPEs	Rs. 1,000 / Day / Event

- 6.2. If the resources engaged by the service provider is involved in works/ activities other than the PAA Civil R/M works or are found to be indulged in any illegal / immoral / objectionable activity or found working, paid or unpaid, for contractors, airport functionaries or if the service provider utilizes the resources in works undertaken by them as a separate contract at the airport the same will warrant a fine/ penalty decided by DE civil up to. Rs. 100,000/- per violation.

7. LIQUIDATED DAMAGES

- 7.1. Liquidated damages (for loss suffered by the PAA) shall be recovered by the Client for the following: -
- Non execution / improper/ unsatisfactory execution of Services shall be subject to imposition of Liquidity Damages @ Rs. 10,000/- per day per violation.
 - Suspension of complete services due to fault on part of the Service Provider shall be subject to imposition of Liquidated Damages @ 3.0% of the "Total Monthly R&M Cost"(per day) as mentioned in "Schedule of Prices" (**Ref: Schedule "D" to CoC**). In case of suspension of services for more than three (03) days during the currency of the Contract, the Client shall be at liberty to terminate this Contract at any time (**Ref: Section-14.22.1.4 of CoC**). In such circumstances all ongoing defects / un-service abilities shall be made good by the Client at the risk and cost of the Service Provider. The costs thus incurred may be recovered through any amounts payable to the Service Provider and/or forfeiture of Performance Security. Moreover, the Service Provider may be debarred from participation in Client's tenders.
- 7.2. The abovementioned Liquidated Damages cumulative amounts shall not exceed the maximum limit of 10% of the Contract Price, during currency of the Contract.
- 7.3. In general DE Civil shall act on behalf of the client to invoke clause 7.

8. TAXES & DUTIES

- 8.1. All applicable Government taxes excluding Provincial Sales Tax on services and any other amounts as per applicable laws shall be deducted by the Client.
- 8.2. Service Provider shall be directly responsible for all his liabilities or obligations on account of any applicable taxes, duties (including stamp duty), charges, regulatory payments or cesses levied by

Conditions of Contract (CoC)

the Government or any other authority either on his business or the Services and the documentation related thereto.

- 8.3. The bid rates or amounts shall be inclusive of all taxes (but excluding provincial sales tax on services) duties and Cess etc. as applicable fourteen (14) days prior to the date of bid opening and no claim on this account shall be entertained by PAA.

9. PAYMENT MECHANISM

- 9.1. Payments to the service provider shall be made by the Client in compensation of services rendered as per requirements defined in this Contract.
- 9.2. Deductions shall be made on account of following Contract Clauses:
 - 3.4.1. Other fines and Penalties (Ref: Clause-6 of CoC)
 - 3.4.2. Liquidated Damages (Ref: Clause-7 of CoC)
 - 3.4.3. Taxes (Ref: Clause-8 of CoC)
- 9.3. Payment will be made on monthly basis. The service provider shall submit invoice (by 02nd day of each month), of the services completed during the previous month, as per Schedule of Prices and a certificate by DE Civil that the services have been satisfactorily rendered as envisaged in the contract document the bill will be further processed for approval (as defined in clause 13.18 of CoC). The work will be considered started after all the manpower and vehicles have got security clearance, passes are engaged in works up to the satisfaction of the Divisional Engineer.
Note: The Service provider will also submit monthly receipts of EOBI+PESSI along with monthly invoice

10. SYSTEM TAKE-OVER BY SERVICE PROVIDER

- 10.1. The Client shall formulate "System (site / facility / store) Hand-Over Report", stating serviceability/operational availability/ checklist of all civil facilities / function / areas as mentioned in "**Schedule of civil works/ facilities/ areas**" (Ref: **Schedule "A" to CoC**) at the time of hand-over to the Service Provider.

11. FACILITIES TAKE-OVER BY CLIENT

- 11.1. Consequent upon expiry/termination of the Contract, the Client shall generate "Facility Take-Over Report" stating serviceability/operational availability of all sub-systems as mentioned in "**Schedule of Civil Works/ Facilities/ Areas**" (Ref: **Schedule "A" to CoC**) at the time of take-over from the Service Provider.
- 11.2. The Service Provider shall be bound to remedy any un-serviceability/defect (except fairly inevitable wear and tear aspects) highlighted in "Facility Take-Over Report", before take-over by the Client.

Conditions of Contract (CoC)

- 11.3. In case the Service Provider does not remedy an un-serviceability/defect (within stipulated time as granted by Client) for which the Service Provider is liable, the Client may carry out such remedy on its own and the cost thus incurred shall be deducted from amounts payable to the Service Provider or through forfeiture of Performance Security.

12. PERFORMANCE SECURITY

- 12.1. The Service Provider shall furnish to the PAA a Performance Security of an amount equal to **05%** of the Contract Value as mentioned in “**Schedule of Prices**” (**Ref: Schedule “D” to CoC**) in the form of Bank draft / Pay order / Bank Guarantee from any Schedule Bank of Pakistan as per list of approved banks, in favor of “**Pakistan Airports Authority**”.
- 12.2. The Performance Security shall be returned within two (02) months after completion of the Contract period or the extended period whichever is later (**Ref: Section-14.14 of CoC**).

13. BLACKLISTING AND LEGAL ACTION

- 13.1. Pay orders/ Bank Drafts, any other financial instruments or any document submitted by bidders, contractors as ‘Tender Cost’, ‘Earnest Money/ Bid Security, bank Guarantees and experience certificate etc. if found fake, tempered, forged, or dishonored by issuing bank/ financial institution at any Pre/ Post contract stage of the case, would call for blacklisting and legal action against the firm and owner(s) of the firm(s) as per law of the land.

14. GENERAL CONDITIONS

14.1. Interpretation

Words imparting to persons or parties shall include firms and organizations. Words imparting to singular or one gender shall include plural or the other gender where the context requires.

14.2. Priority of Contract Documents

The documents forming the Contract are to be taken as mutually explanatory of one another.

14.3. Communications, Law & Language of the Contract

- Communications between parties that are referred to in the Contract shall be effective only when in writing. A notice shall be effective only when it is delivered to the concerned party.
- The language of the Contract is English.
- The law governing the Contract is the relevant law of Islamic Republic of Pakistan.
- The Service Provider shall comply with the Laws of Islamic Republic of Pakistan and shall give all notices and pay all fees and other charges in respect of the Services.

14.4. Services

- 14.4.1. Services under this Contract include repair, maintenance, close monitoring and management services of the complete civil infrastructure (as defined under Schedule ‘A’ of CoC).
- 14.4.2. The services shall be rendered in accordance with Client requirements, industry best practices and adequate standards of health and safety.

Conditions of Contract (CoC)

14.4.3. The Service Provider shall comply with all applicable Federal, state, local, PAA, PEC, ICAO, IATA codes, standards, regulations, recommendations and procedural requirements. This shall include but not be limited to the Service Provider complying with the following requirements:

- Applicable PAA's Rules, Regulations, Policies & Procedures:
- ICAO Standards & Recommended Practices
- IATA Standards & Recommended Practices
- PAA's Occupational Health, Safety & Environment Policies
- PAA's Advisories, Orders & Instructions
- Security, Traffic and Parking Requirements
- Safety Procedures including Hazardous Materials and Material Safety etc.

14.5. Service Timings

14.5.1. The Service Provider is required to ensure 24/7 smooth serviceability of the civil facilities and infrastructure during currency of the Contract including holidays, and keep serviceable for its intended operational use.

14.5.2. The Service Provider is required to ensure that roaster, shift timings and manpower deployment at specified operational locations on round the clock basis shall be strictly followed.

14.5.3. The Client however, reserves the right to make adjustments, changes, alterations in the Service timings, depending upon the airport operational requirements, which shall be communicated to the Service Provider from time to time.

14.6. Responsibilities of the Service Provider

The Service Provider shall be exclusively responsible for the following during the validity of the Contract;

- 14.6.1. Execution of the services in context with the Contract.
- 14.6.2. To deploy such staff which is competent and bearing good moral character.
- 14.6.3. Payment of remuneration to his staff, exercise supervisory and administrative control over them, terminate or take disciplinary action against them as deem necessary. The Service Provider shall be bound to disburse salaries to its employees for preceding month within ten (10) days of current month.
- 14.6.4. It is clearly understood that the staff deployed by the Service Provider shall neither have any employment relationship or employment nexus with the Client in any form what so ever and the Client shall not take any responsibility whatsoever.
- 14.6.5. Ensure due and proper payment of remuneration and observance of all applicable laws including **Social Security Laws, Labor Laws** and compliance to all statutory payments under the provisions of **Labor Laws**, including but not limited to **PESSI, EOBI, Social Security and insurance**. Receipts of EOBI & PESSI shall be submitted with invoice.

Conditions of Contract (CoC)

- 14.6.6. Ensure that all the applicable regulatory requirements/ labor laws are fully met and accordingly indemnify the Client against any claims with regards to above.
- 14.6.7. To arrange, bring at site and keep in working order, the equipment necessary to carry on his job under the Contract.
- 14.6.8. To arrange, provide and maintain, staff uniforms of appropriate design and quality along with the tags/ badges and identity cards for all Staff as approved by the Client. Service provider shall provide minimum two sets of uniforms (for 6 months maximum) to each worker. Uniforms shall be neat & clean during any time while performing the services as per the Contract.
- 14.6.9. To provide replacement in case the existing resource/ staff deployed for the performance of the services is not available.
- 14.6.10. To obtain all permits, NOCs (No-Objection Certificates), Contracts, certificates or registrations etc. that may be required to perform the Services under this Contract.
- 14.6.11. Obtaining police or other authorized agencies clearance/ verification for all his employees to be deputed at the premises in connection of the Contract. The copies of such verification/ clearance reports shall be submitted to the Client for record & reference and meeting the airport security needs.
- 14.6.12. To maintain discipline, and to ensure that all his employees observe all rules, regulations, standards, safety measures, security guidelines and maintain good order at the premises as communicated by the Client from time to time.
- 14.6.13. To submit report about the resources shortfall during the service month.
- 14.6.14. Provide details of Service Provider's staff after the necessary clearance is obtained from the agencies as required under the Client's policies by the Service Provider to the Client for Security Clearance Process.
- 14.6.15. The Service Provider shall be responsible for discipline of its manpower and shall adhere to applicable disciplinary procedures. The Client shall be at liberty to object to the presence of any representative or staff of the Service Provider at the site if in the opinion of the Client such manpower has done any act of misconduct or negligence or otherwise undesirable. Then the Service Provider shall remove such a person objected to and provide a competent replacement immediately.
- 14.6.16. The Service Provider shall, provide another staff as a replacement if the Client finds that any of the Service Provider's staff has committed serious misconduct or have been engaged in commission of any offence.
- 14.6.17. The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of the Service Provider's staff.
- 14.6.18. The Client shall not be responsible for any injury caused to any of the staff of the Service Provider due to negligence at the part of the staff of the Service Provider.
- 14.6.19. The Service Provider's Employee so engaged by the Service Provider shall be the sole responsibility of the Service Provider and shall continue to remain its employees.

Conditions of Contract (CoC)

- 14.6.20. The Service Provider shall provide the Client information about its working practices, materials and equipment and shall operate in a manner which does not compromise the Client's safe, secure or environment standards and applicable labor laws. Service Provider shall also provide the Client with any information, which it may have related to a potential or actual security threat to the Client.
- 14.6.21. The Service Provider shall ensure that Service Provider's staff is fully trained to render services safely and shall ensure that they understand all risks and hazards associated with the Services.

14.7. **The Service Provider Shall be Liable & Indemnify the Client**

Service Provider shall be exclusively liable for and shall indemnify and hold harmless the Client, its agents and employees from:

- 14.7.1. Making good all losses arising out of the Service Provider's negligence or breach of the Contract. This may include damage to the paints/ polish works, false ceilings, wooden or metallic works, tiles, marbles, plants, wires, pipes, fixtures of any kind, antiques, glass items, window blinds, other systems/ equipment/ facilities etc. The Client shall determine the amounts of such losses/ damages and the Service Provider hereby expressly waives his all or any right to change or challenge the same. The Service Provider shall have to make good all such losses/ damages within time period specified in the Notice, to the entire satisfaction of the Client after receiving written notice from the Client.
- 14.7.2. Any tax, insurance contributions and social security contributions in respect of Service Provider's staff together in each case with any interest, fines or penalties thereon.
- 14.7.3. Any claims of his staff or ex-staff, or associates, or their heirs whether against the Service Provider, other Service Providers working within the same premises or any other person, regarding deals made at personal level by the staff or personal matters or deals carried out as a Client, in whatsoever form, manner or capacity.
- 14.7.4. Any third-party claims including claims of infringement of patent, trademark, and industrial design arising from use of the good or any part thereof.
- 14.7.5. Any Government Permits, Contracts, Certificates etc. that may be required for performing the services contemplated under the Contract.
- 14.7.6. All claims of compensation by staff, his family or legal heirs or any other agency, autonomous body, any NGO or government department, arising from injury, disability, ill health or death of any of his employees during the currency or expiry of this Contract while performing any services under this Contract or any claim regarding the medical care or treatment expenses submitted by the staff or ex-staff of the Service Provider or their legal heirs.
- 14.7.7. Save for the willful or deliberate breach of its obligations under the Contract or, as set out above, neither party shall be liable for any consequential or indirect loss or damage.

Conditions of Contract (CoC)

14.8. Service Provider's Warranties

The Service Provider undertakes warrants and represents that at all times: -

- 14.8.1. It has the requisite experience, power and authority to perform the services pursuant to the Contract Agreement.
- 14.8.2. It holds expertise and authority to carry out the Services.
- 14.8.3. It shall employ competent, skilled, qualified human resources to carry out the Services.
- 14.8.4. Service Provider's staff deployed to carry out Services has neither criminal record nor engages in criminal/ illegal activity.
- 14.8.5. Service Provider shall not act in a way which is prejudicial to the Client's interests or business;
- 14.8.6. The Services shall be fit for the express or implied purposes for which supplied.
- 14.8.7. The Service Provider's staff shall obey all lawful and reasonable directions of the Client when at the Client's premises, all rules and security policies and the Client may exclude any person from its premises for any actual or threatened breach of these policies.
- 14.8.8. Any breach by Service Provider, constitutes a material breach of the Contract condition and may lead towards cancellations (**Ref: Section-14.22.1.1 of CoC**). In addition to Client's rights under the Contract, the Client shall be entitled to require Service Provider to:
 - Remedy the breach at its cost; or
 - Pay for it to be remedied; or
 - Repay all amounts already paid for the defective Services.

14.9. Other Terms and Conditions

- 14.9.1. The Service Provider shall be responsible for delivery, implementation and execution of all required services and also must agree to the time duration specified for each of the item / job defined by PAA.
- 14.9.2. The Service Provider shall promptly notify PAA of any event or conditions, which might delay the completion of implementation work in accordance with the approved schedule and the steps being taken to remedy such a situation.
- 14.9.3. 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.

14.10. Uniform

- 14.10.1. Labourers of the service providers must be wearing uniforms including safety shoes, safety helmets, safety jackets, having legible printing and monogram and must follow OH&S SOPs, while at airport. The design, colour of the uniform and the font of the writing over the same will be approved by the COO/ Airport Manager AllAP. All the Cost incurred in this regard will be borne by the service provider. Management staff of service provider must be wearing at all the time safety helmets, jackets, company cards and other safety equipment as per the HSE manual to distinguish with other personnel.

Conditions of Contract (CoC)

14.11. Code of Conduct

The following has to be adhered by the service provider and will be held responsible in case of violation;

- 14.11.1. The manpower should be wearing approved uniform in a presentable manner.
- 14.11.2. The manpower should not be engaged in any unethical or any unlawful activity at the airport and elsewhere.
- 14.11.3. Protocols are strictly prohibited at the airport. Airport entry passes shall not be used for any activity other than the scope of this RFP.
- 14.11.4. The manpower should not engage in any activity other than PAA Civil section R/M works upon the permission/ instructions of the DE Civil.
- 14.11.5. No photography will be allowed other than R/M works photographs upon the permission/ instructions of DE Civil.
- 14.11.6. The manpower should be physically and mentally fit and in case of absentees on medical or other grounds the service provider shall provide a competent and fit replacement well in time with all the necessary airport entry passes, uniform, T&P etc.
- 14.11.7. The DE Civil may ask for replacement or removal of any resource from the airport and the service provider will not object and shall not claim any compensation for the same. Suitable replacement shall be provided by the service provider on immediate basis.
- 14.11.8. It shall be ensured that movement at airside and in security restricted areas will be controlled and coordinated.

14.12. Basic Safety & Security Restraints

The following are some basic safety & security restraints. In case of violation of any of these the service provider shall be applied with fine/ penalty;

- 14.12.1. Possession or use of alcoholic beverages or illegal drugs.
- 14.12.2. Possession of un-authorized explosives, firearms, ammunition, and other weapons.
- 14.12.3. Violation of any safety or security rules or requirements as laid down.
- 14.12.4. Illegal dumping, handling, or disposal of hazardous materials.
- 14.12.5. Demolition or removal, without written permission, of any property belonging to PAA or any other agency.
- 14.12.6. Intimidating, threatening, harassing, impeding or interfering with PAA employee(s), designated representative(s), outer agencies or passengers.
- 14.12.7. Misuse of fire prevention and protection equipment.
- 14.12.8. Unauthorized removal or destruction of a safety barricade, handrail, guard rail, warning sign, fall protection, or other warning devices intended to protect employees or property.

14.13. House Keeping

Conditions of Contract (CoC)

- 14.13.1. The service provider shall maintain good housekeeping by keeping work areas neat, clean, orderly, free of excess trash, debris and shall block walkways, stairs, exits, or create a tripping hazard.
- 14.13.2. Tools, wires, materials shall not be left or haphazardly spread out at the work place.
- 14.13.3. Open holes, trenches, or excavations into which people may fall shall be identified, covered or provided with guardrails.
- 14.13.4. In order to protect the employees and environment, safety blinding shall be provided at all works execution sites, where necessary.
- 14.13.5. Prior coordination shall also be required with DE civil or his representative on entering a confined or restricted area with or without a PAA employee.

14.14. **Contract Period/Term & Extensions**

- 14.14.1. The duration of this Contract shall be **two (02) Years**, extendable to a further six months on mutual consent on the same rates.
- 14.14.2. The Contract period shall only be extended subject to satisfactory performance of the Service Provider on the same terms and conditions of the initial Contract agreement as determined by the client.
- 14.14.3. In case of grant of extension of Contract period, the Service Provider shall have to ensure the extension of Performance Security at least 15 days before the expiry of original term.
- 14.14.4. If the Service Provider fails to extend the Performance Security at least 15 days before their expiry dates, the Contract shall only be extended for a period suitable for the Client on the same terms and conditions of the initial Contract agreement, till the time new tenders are processed and award of a fresh Contract and deployment of the manpower under the fresh Contract agreement.

14.15. **Access to the Buildings/ Premises & Stores**

- 14.15.1. Before the award of the Contract, the Client shall ensure access of Service Provider and Service Provider's staff (after verification and clearance by the airport security force, police or other agencies to be processed by the Service Provider), to all concerned parts of the buildings/ Premises where Services are to be provided under the Contract.
- 14.15.2. The Service Provider shall allow and ensure easy access of authorized person(s) of the Client to its office, stores or other areas under its control while providing the Services under the Contract.

14.16. **Instructions-Inspections and Audits**

- 14.16.1. The Service Provider shall carry out all instructions of the Client communicated through the authorized person, which comply with the applicable laws where the Buildings/ Premises are located.

Conditions of Contract (CoC)

- 14.16.2. The Service Provider shall permit the Client and its auditors to inspect the Service Provider's records relating to the performance of the Service Provider and to have them scrutinized and verified through the authorized representative(s) if so required by the Client.

14.17. Identification & Correction of Defects

- 14.17.1. The Client shall have full right to access equipment, facilities and site any time for verification and evaluation of the performance of Service Provider through physical inspections, testing of equipment / systems and checking attendance of the staff. Such inspections shall not relieve the Service Provider from its responsibilities. Consequent to such inspections, the Client may instruct the Service Provider to rectify the defect(s) and / or to uncover / dismantle any part that the Client considers may have a defect.
- 14.17.2. Consequent to the inspection; if deemed necessary, the Client shall serve a written **Defect Notice** to the Service Provider regarding the defect/ unserviceability/ poor execution of job, facility or systems identified during the inspection.
- 14.17.3. For each **Defect Notice** served by the Client and not corrected by the Service Provider within the specified time period, the Client may impose a penalty as specified in Liquidated Damaged. During Penalty Period, the Service Provider may continue its efforts to rectify / restore the system. If the Client realizes, at any time after the expiry of allowed period, that the Service Provider is unable to rectify the fault, a notice regarding **"Unsatisfactory Performance"** shall be issued to the Service Provider. The Client shall then get the fault/ defect rectified through other sources and the expenditure thereof shall be deducted on actual basis from the Service Provider's monthly bill. The decision of the Client shall be final and conclusive in this regard.
- 14.17.4. If the total number of **Defect Notices** exceed **05 (Five)** or if **"Unsatisfactory Performance Notices"** exceed **03 (Three)**, the Client may suspend or cancel the Contract (**Ref: Section-14.22.1.2 of CoC**) and may also debar the Service Provider from participation in the similar future Contracts for a particular time period of (03) three years.

14.18. Payments to the Service Provider

- 14.18.1. The payments shall be made to the Service Provider on monthly basis after adjustment of any claims against the Service Provider (**Ref: Section-8 of CoC**).
- 14.18.2. The Service Provider shall submit invoice (by 02nd day of each month), of the services completed during the previous month.
- 14.18.3. The Client shall release payments in due course of time as per Schedule of Prices against certificates signed by the Client's authorized official(s) stating that the services have been satisfactorily rendered.
- 14.18.4. The payments shall be made to the Service Provider on monthly basis against services provided in Schedule of prices sections "A" and "B" (**Refer: Schedule "D" of CoC**).

14.19. Currency, Tax, Price Adjustments

- 14.19.1. Payments shall be made in Pak. Rupees, only.

Conditions of Contract (CoC)

- 14.19.2. All applicable taxes shall be deducted by the Client at source unless a tax exemption certificate is submitted by the Service Provider.
- 14.19.3. During the validity of this Contract, Contract Price adjustment shall be made for imposition of any new taxes or applicability of existing taxes as per applicable Laws.
- 14.19.4. Relevant taxes shall be deducted as per the prevailing applicable rates at the time of release of payments to the Service Provider.
- 14.19.5. Adjustment in contract price shall be applicable for changes in the minimum wages as notified by the Federal government with the following conditions:
- 14.19.5.1. Price adjustment shall be applicable for that manpower resource mentioned in Schedule C to CoC who is drawing a salary lower than the revised minimum wage
- 14.19.5.2. No claim of the contractor shall be entertained on account of EOBI, social security etc. in case of increase in minimum wage by the Federal government
- 14.19.5.3. The price adjustment is subject to approval of the Competent Authority
- The price adjustment shall be calculated as follows:
- $$\text{Price adjustment (per eligible employee)} = (\text{Revised minimum wage} - \text{existing wage of the employee})$$
- 14.19.5.4. The price adjustment is subject to approval of the Competent Authority
- 14.20. **Exigency Services**
- In case of an Exigency, the Service Provider shall arrange and provide the additional services on written request of the Client at any time.
- 14.21. **Service Provider's Risks**
- 14.21.1. From the date of award till the expiry of the Contract or extended Contract, and issuance of Completion/ Expiry Certificate or cancellation Letter by the Client, the risks of personal injury, death, and loss of or damage to property of the Client due to the negligence of the Service Provider, its staff, associates, assigns etc.(including, without limitation, the tiles, cables, wood works, paint/polish, flower pots, plants, fixtures, metallic items, other systems/ equipment/ facilities etc.), all such risks are Service Provider's risks. Service Provider shall have to make good all damages/losses to the Client after receiving written notice from the Client.
- 14.21.2. The Service Provider shall indemnify and keep indemnified the Client, at all times against any such loss, claim, damage, charge related to Negligence/ Fraud if any, committed by the Service Provider's staff during the validity of Contract, and even after their replacement by the Service Provider.
- 14.22. **Termination of the Contract (with or without cause)**
- The Client shall be entitled to immediately terminate the Contract by issuing a Final Notice to the Service Provider, under any of the following conditions:-
- 14.22.1. The Service Provider materially or consistently breaches the Contract (**Ref: Section-14.8.8 of CoC**); or

Conditions of Contract (CoC)

- 14.22.2. The number of warnings/ notices furnished by the Client reaches the upper limit (**Ref: Section-14.17.4 of CoC**); or
- 14.22.3. Service Provider suffers (or is likely to suffer) an insolvency event or, undergoes a material change in its management, ownership or control; or
- 14.22.4. In case relevant Clause of Liquidated Damages (**Ref: Section-7.2 of CoC**) is invoked; or
- 14.22.5. At any time subject to at least 30 days' notice.

Note: The Service Provider cannot terminate the Contract under whatsoever conditions. If the Service Provider shall not be willing to get the Contract extended for a fresh term (**Ref: Section-14.14.4 of CoC**), it shall have to intimate the Client at least 120 days before the expiry of the Contract

14.23. **Payments upon Termination**

- 14.23.1. If the Contract is cancelled because of a fundamental breach of Contract by the Service Provider, the Client shall release amounts payable for the days involved on pro-rata basis. If the total amount already released by the Client exceeds any payment due to the Service Provider, the difference shall be recovered from the payable amounts or through forfeiture of performance security.
- 14.23.2. However, in case of defective services rendered, settlement shall be made as defined in relevant Sections of CoC.

14.24. **Force Majeure & Release from Performance**

- 14.24.1. "Force Majeure" shall mean an unforeseeable event that impairs the ability of the Party affected by it to wholly or partially perform its obligations under this Contract. In the event of either party hereto being rendered unable, wholly or in part, by Force Majeure circumstances to carry out its obligations under this Contract, then such party by giving notice with satisfactory evidence of such Force Majeure circumstance(s) relied upon, the obligations of the party giving such notice so far as they are affected by such Force Majeure shall be suspended for the period during which the party, is rendered unable as aforesaid, but for no longer period. However, such notice must be given within fifteen (15) days of occurrence of Force Majeure event. The terms Force Majeure as employed herein, shall include but not be limited to acts of God or war, war whether declared or undeclared; acts of terrorism or sabotage, or public enemy; riots and insurrection; civil commotion; revolution; embargo, blockade, invasion or act of foreign enemies; epidemic; landslide, lightening, earthquake, loss of well, reservoir failure, change of law or policy; or any other cause beyond the control of the affected Party which materially and adversely affects the performance by such Party of its obligations under or pursuant to this Contract, other than to make payments due hereunder, acts of enemies, civil insurrection, fires, floods, earthquakes or other physical disasters, order or request of Government, blockade or embargo. It is However, clarified that strikes, lockouts, shortage or non-availability of raw materials, rains disturbances, other labor disputes or non-availability of transport shall not be included in the term "Force Majeure". During the

Conditions of Contract (CoC)

established period of Force Majeure as contained hereinabove, the Service Provider shall not be entitled to payment for Services and the Client shall not impose penalty.

- 14.24.2. In case the Force Majeure contingencies last continuously for more than one month, both parties shall agree on the necessary arrangement for the further implementation of the Contract. In case further implementation is unforeseeable and impossible, both parties shall arrange for the termination of the Contract, but without prejudice to their right and obligations prior to such termination it being understood that each party shall fulfill its Contractual obligations so far as they have fallen due before the operation of Force Majeure.

14.25. **Dispute Resolution and Redressal of Grievance**

In case of any dispute between the PAA and the Service Provider regarding any clause of the Contract, the matter shall be referred to DGPA for its redressal within 14 days from the decision of the Client or the Authorized Officer of the Client. The decision of DGPA shall be final, conclusive, binding upon both the parties.

14.26. **Early Warnings by the Service Provider**

- 14.26.1. The Service Provider shall warn the Client in writing at the earliest opportunity of specific likely future events, problems or circumstances whether on Service Provider's part or on Client's part, that may adversely affect the quality of Services. The Service Provider should also provide the details of likely corrective measures required.
- 14.26.2. The Client shall evaluate and decide the corrective measure to be adopted as soon as reasonably possible.
- 14.26.3. If the Service Provider fails to give an early warning without any justified reason, it shall be held responsible for all the consequences thereof.

14.27. **Completion & Experience Certificate**

- 14.27.1. The Client shall issue a Completion Certificate to the Service Provider on completion of the term of the Contract on the request of the Service Provider.
- 14.27.2. The Client shall provide an Appreciation/ Experience Certificate to the Service Provider on its written request after successful completion of the Contract Validity Term.

14.28. **Confidentiality**

Except with the consent in writing of the Client, Service Provider shall keep strictly confidential and not make use of any confidential information - supplied by the Client other than to perform this Contract, and shall impose the same obligations on its staff and other third parties. Service Provider may disclose confidential information if required to do so by law, court order, regulation or act of any government authority provided (to the extent permissible by law) it has notified the Client in advance and agreed the scope of disclosure with the Client.

Conditions of Contract (CoC)**14.29. Independent Service Provider**

- 14.29.1. The parties agree that this Contract creates an independent Service Provider relationship, not an employment relationship. The Service Provider acknowledges and agrees that the Client shall not provide the Service Provider or the Service Provider's staff any fringe benefits or for the reimbursement of any expenses, including without limitation any medical or pension payments, and that income tax/ withholding tax is Service Provider's responsibility.
- 14.29.2. The Service Provider shall be exclusively responsible for payment of remunerations and providing the benefits to which each of The Service Provider's staff is entitled under his/her contract with the Service Provider. All claims made by the Service Provider's staff shall be dealt with exclusively by the Service Provider. None of the Service Provider's staff shall be entitled to seek employment with the Client merely on the ground that he/she had been engaged by the Service Provider during the validity of this Contract or was engaged by the Service Provider for the provision of the services to the Client or was deployed to the Client.
- 14.29.3. In case the overall operations of the airport are taken over by an Airport Operator/Service Provider other than PAA, this Contract agreement may be re-executed on the same terms and conditions between the second party and the new Airport Operator/ Service Provider (as applicable).
- 14.29.4. The service provider shall not sublet the services or his responsibilities, as mentioned in the agreement, in whole or in parts to other contractor/ parties without prior written permission from DE Civil.

14.30. Site Manager (Service Provider's Site Representative)

- 14.30.1. The Service Provider shall deploy Site Manager, who shall be available during office hours as Service Provider's Site Representative.
- 14.30.2. The Site Manager shall transmit/ receive the letters/correspondence on behalf of the Service Provider.
- 14.30.3. The Site Manager shall be Service Provider's point of contact and overall responsible for supervision of operation/ maintenance activities, contractual compliances and swift resolution of site issues.
- 14.30.4. The Site Manager shall attend all meetings when called by the Client to discuss the quality of services and other matters related to the Contract, without any compensation from the Client.

14.31. Declaration

- 14.31.1. The Service Provider hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from the Client through any corrupt business practice.
- 14.31.2. The terms and conditions and the Schedules thereto of this Contract represent the entire understanding between the Client and the Service Provider, in relation to the subject

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matter hereof and supersede all previous agreements and/or understandings between the parties in relation thereto.

- 14.31.3. If any provision of the Contract is found by any court or competent authority to be invalid, unlawful or unenforceable, that provision shall be deemed not to be a part of the Contract and it shall not affect the enforceability of the rest of the Contract.
- 14.31.4. Unless expressly provided, no term of this Contract is enforceable by any third party.
- 14.31.5. This Contract is exclusively awarded to the Service Provider and Service Provider shall not assign or sub-Contract any of its rights or obligations under it without Client's prior written permission. Provided that permitted sub-contracting shall be on terms consistent with the conditions of this Contract.
- 14.31.6. This Contract shall be governed by the laws of Pakistan and Service Provider and the Client agree to submit to the exclusive jurisdiction of the courts in Pakistan.
- 14.31.7. The mutual rights and obligations of the Client and the Service Provider shall be as set forth in the Contract, in particular: -
 - 13.31.7.1. The Service Provider shall carry out the Services only through its authorized staff, hereinafter referred to as 'The Service Provider's employee(s)' in accordance with the provisions of the Contract.
 - 13.31.7.2. The Client shall make payments to the Service Provider in accordance with the provisions of the Contract after deduction of all the applicable taxes required under the existing laws at the time of payment and recover damages, if any, during providing the services.
 - 13.31.7.3. **The Service Provider shall provide the Services during the period commencing day of _____, 20____.**

14.32. **Declaration**

If after the due date 28 days prior to the latest date for submission of tenders for the contract there occur, in the country, changes to any national or state statute, Ordinance, decree or other law or any regulation or bylaw of any local or other duly constituted authority or the introduction of any such state statute, ordinance, decree, law, regulation or bylaw which causes additional or reduced cost shall be added to or deducted from the contract price and the Employer shall notify the service provider accordingly.

Schedule "A" to CoC

SCHEDULE OF CIVIL WORKS / FACILITIES / AREAS

The Schedule of Civil works, facilities, areas and infrastructure (as elaborated hereunder) is provisional. The Client may increase/ decrease the Systems. The Service Provider shall be bound to extend its Services for prevailing Schedule of civil works, infrastructure and facilities without altering Contract Price.

1. FLOOR WISE MEASUREMENTS AND AREAS AIAP

TERMINAL BUILDING	=	1,010' x 385'	=	3, 88,850 / Sq ft.
a) LEVEL - 0 (Basement)	=	- 5.920 (Meter) / - 19.42 Ft	=	8,042 SqMtr.
c) LEVEL - 2 (First Floor)	=	+ 6.000 (Meter) / + 19.68 Ft	=	26,504 SqMtr.
d) LEVEL - 3 (Second Floor)	=	+ 10.500 (Meter) / + 34.45 Ft	=	27,435 SqMtr.
LEVEL - 3 (Second Floor)	=	+ 11.500 (Meter) / + 37.73 Ft	=	
e) LEVEL - 4 (Third Floor)	=	+ 17.000 (Meter) / + 55.77 Ft	=	17,336 SqMtr.
f) LEVEL - 5 (Fourth Floor)	=	+ 21.000 (Meter) / + 68.90 Ft	=	6,065 SqMtr.
LEVEL - 5 (Fourth Floor)	=	+ 22.500 (Meter) / + 73.82 Ft	=	
g) LEVEL - 6 (Fifth Floor)	=	+ 25.500 (Meter) / + 83.66 Ft	=	2,333 SqMtr.
LEVEL - 6 (Fifth Floor)	=	+ 26.000 (Meter) / + 86.96 Ft	=	
h) LEVEL - 7 (Sixth Floor)	=	+ 30.000 (Meter) / + 98.43 Ft	=	1,462 SqMtr.
LEVEL - 7 (Sixth Floor)	=	+ 31.000 (Meter) / + 101.71Ft	=	
j) LEVEL - 8 (Seventh Floor)	=	+ 35.175 (Meter) / + 115.40 Ft	=	123 SqMtr.
CONTROL TOWER	=	+ 39.225 (Meter) / + 128.69 Ft	=	
k) APRON AREA (Air Side)	=	2,590' x 490' + 1,570' x 274'	=	1, 75,375 SqMtr.
l) Concourse Hall (Level - 1)	=	627'-0" x 120'-0" / 74,400 Sft	=	7,025 SqMtr.
m) Concourse Hall (Level - 2)	=	600'-0" x 80'-0" / 48,032 Sft	=	4,371 SqMtr.
n) Domestic Arrival (Level - 1)	=	176'-0" x 137'-0" / 24,000 Sft	=	2,800 SqMtr.
o) Intl'l Arrival (Level - 1)	=	176'-0" x 137'-0" / 24,000 Sft	=	2,800 SqMtr.
p) Domestic Dept. (Level - 2) c	=	290'-0" x 68'-0" / 19,720 Sft	=	1,808 SqMtr.
Domestic Dept. (Level - 2)	=	(Boarding) 48,744 Sft	=	SqMtr.
q) Intl'l Departure (Level - 2) c	=	253'-6" x 68'-0" / 17,238 Sft	=	2,392 SqMtr.
Intl'l Departure (Level - 2)	=	(Boarding) 49,026 Sft	=	SqMtr.
r) V.I.P Lounge (Level - 2)	=	69'-3" x 103'-6" / 7,167 Sft	=	700 SqMtr.

Note: All allied civil works and faculties of abovementioned area inclusive.

2. UTILITIES & SERVICES AIAP

U.G. WATER TANK	=	4, 90,000 (Gallons) / 2002	=	R.C.C. Structure.
O.H. WATER TANK	=	1, 00,000 (Gallons) / 2002	=	R.C.C. Structure.
GLIDE SLOPE	=	02 Rooms (1998)	=	400 Sft.
FIRE GARAGES	=	08 Rooms (2000)	=	4,635 Sft.
OUTER MARKER	=	05 Rooms (1967)	=	987 Sft.
HAJJ LOUNGE	=	02 Lounges (1991/2012)	=	10,260 Sft.
CAR PARK Hajj Lounge=	=	TUFF PAVERS (2012)	=	70,000 Sft.
Transmitting Station	=	06 Rooms,Kit- Bath (2017)	=	2,631 Sft.
ILS LOCALIZER	=	02 Rooms (1988 / 2018)	=	400 Sft.
DVOR / DME	=	05 Rooms+Toilet (2019)	=	1,399 Sft.
VAULT ROOMS	=	04 + 04 Rooms (1988)	=	2,574 + 2,574 Sft.
ACC / SAR / INDRA	=	40+Rooms (1990+2017/18)	=	19,565 Sft.
Civil Maint: Store	=	03 Office+ Bath, 04 Stores	=	3,396 Sft.
E & M Maint: Store	=	03 Office+ Bath, 04 Stores	=	3,396 Sft.
SUPPLY SECTION	=	04 Office+ Bath, 05 Stores	=	4,281 Sft.
Satellite Fire Garages	=	08 Office+ Bath, 02 Stores	=	70,030 Sft.
S.V.M.T (Proposed)	=	02 Office+ Bath, 02 Stores	=	4,355 Sft.
M.T SECTION	=	06 Office+ Bath, 02 Sheds	=	49,177 Sft.
VIGILANCE POST	=	01 Room + Bath	=	156 Sft.

**Schedule "A" to CoC****SCHEDULE OF CIVIL WORKS / FACILITIES / AREAS****OFFICERS MESS AIIAP** = Ground Floor (2004 / 2019)12 Rooms + Bath + Dress
Dinning Hall + Kitchen**02 Stair Hall + Sitting Hall** = First Floor (2004 / 2019)14 Rooms + Bath + Dress
02 D.G SUIT + Bath + Dress
Sitting + Dining Hall = 16,556 + 4,445 Sft.

☐	GRID STATION	=	12,828 Sft.
☐	NURSERY	= 01 Temp. Room + Toilet	= 156 Sft.
☐	Temporary Car Parking	= 750 Car Parks (Tuff Pavers)	= 4, 29,490 Sft.

Note: All allied civil works and faculties of abovementioned area inclusive.**3.TOILETS BLOCK FLOOR WISE AREA AIIAP**

•	LEVEL -0	=	Floor Area Of Public + Offices Toilets	=	1,300Sft.
☐	LEVEL -1 (G/F)	=	//	//	= 7,671Sft.
☐	LEVEL -2	=	//	//	= 11,328Sft.
☐	LEVEL -3	=	//	//	= 4,247Sft.
☐	LEVEL -4	=	//	//	= 1,970Sft.
☐	LEVEL -5	=	//	//	= 360Sft.
☐	LEVEL -6	=	//	//	= 160Sft.

Note: All allied civil works and faculties of abovementioned area inclusive.**4.NEW CAR PARKING FLOOR WISE STATEMENT AIIAP****GROUND FLOOR**

TOTAL AREA = 84,397Sqm

COV: AREA. = 2,743.1Sqm

BASEMENT- 1

TOTAL AREA = 84,000 Sqm

COV: AREA = 80,745 Sqm

BASEMENT - 2

TOTAL AREA = 83,968 Sqm

COV: AREA = 81,148. Sqm

Note: All allied civil works and faculties of abovementioned area inclusive.**5.RUNWAY AND TAXI WAYS AIIAP**

i).	MAIN RUNWAY	= (RGD) 11,120' x 150' / 25'+25' Shoulder	=	22, 24,000 / Sft.
ii).	Secondary Runway	= (FLX) 9,000' x 150' / 25'+25' Shoulder	=	18, 00,000 / Sft.

Note: All allied civil works and faculties of abovementioned area inclusive.

Schedule "A" to CoC

SCHEDULE OF CIVIL WORKS / FACILITIES / AREAS

5. TAXI WAYS AIAP

a) PARALLEL TAXI WAY	=	(Taxiway Q. N. S) (RIGID)	=	71,300 SqMtr.
b) TAXI - (A) ALPHA	=	(FLEXIBLE)	=	1,34,972 Sqft.
c) TAXI - (B) BRAVO	=	(FLEXIBLE)	=	36,375 Sqft.
d) TAXI - (C) CHARLIE	=	(FLEXIBLE)	=	38,850 Sqft.
e) TAXI - (D) DELTA	=	(FLEXIBLE)	=	35,925 Sqft.
f) TAXI - (E) ECO	=	(FLEXIBLE)	=	35,400 Sqft.
g) TAXI - (F) FOXTROT	=	(FLEXIBLE)	=	26,705 Sqft.
h) TAXI - (H) HOTEL	=	(FLEXIBLE)	=	4,21,000 Sqft.
j) TAXI - (J) JULLIET	=	(FLEXIBLE)	=	55,125 Sqft.
k) TAXI - (K) KILO	=	(FLEXIBLE)	=	2,11,916 Sqft.
l) TAXI - (L) LIMA	=	(FLEXIBLE)	=	23,895 Sqft.
m) TAXI - (M) MIKE	=	(FLEXIBLE)	=	20,874 Sqft.

Note: All allied civil works and facilities of abovementioned area inclusive.

6. APRON AREA AIAP

a) MAIN APRON (Building)	=	(RIGID)	=	1, 65,500 Sq M.
b) JET APRON (HAJJ)	=	(RIGID)	=	3, 54,060 Sq ft.

Note: All allied civil works and faculties of abovementioned area inclusive.

7. OTHER AREAS AIAP

c) PERIMETER ROAD	=	(FLEXIBLE)	=	Appx: 16.60 KM.
d) FENCES (CHAIN LINK)	=	(BARBED / RAZOR WIRE)	=	13,150 RMtr.

Note: All allied civil works and faculties of abovementioned area inclusive.

8. WALTON (RESIDENTIAL AREA)

Sr	Type of Building	Covered Area / Capacity	Type of Structure
1	Overhead Water tank OHWT (New & old)	40,000 gallons& 10,000 gallons	Frame structure
2	PAA Public School	35,000 Sft	Load bearing structure
3	E-type quarters (10 Nos.)	Total 24,000 sft	Load bearing structure
4	F-Type Quarters (19 Nos.)	Total 23,300 sft	Load bearing structure
5	G-Type Quarters (19 Nos.)	Total 37,600 sft	Load bearing structure
6	H-Type Quarters (31 Nos.)	Total 124,000 sft	Load bearing structure
7	PAA Masjid	1600 sft	Load bearing structure
8	Road network associated	-	-
9	Drainage / sewerage network associated	-	-

MISC. R/M CIVIL WORKS

1. **Supervision / Management:** Managing the Civil R&M function including maintenance of high pressure water lines (repair works, leakages, valves etc.) and teams in their designated area and mobilization of resources & materials according to intended work activity and completion of work as per standard Engineering practices. Complaint cell management, field and site survey, report preparation and submission.
2. **Masonry / Pavement works** including maintenance tasks for all types of cement work, concrete work, bituminous work, plaster work, all sort of flooring works including tiles replacement, tiles fixing, tiles grout replacement & vinyl flooring works, digging of earth etc.
3. **Plumbing works** shall include Water supply lines maintenance, high pressurized water lines maintenance, Water leakage repair, including replacement of pipes, specials and other fitting fixtures, maintenance & replacement of Sanitary fitting fixtures etc.
4. **Painting works** shall include painting and re-paintings of walls, ceiling / roofs, doors, windows, equipment etc. Painting/ re-painting of Runway Centerline, Threshold, Runway edge marking, warning/ guidance signs paint/ repainting. (Where and when required) etc.
5. **Drainage/ Sewerage cleaning** including removal of wild growth, removal of mud, other materials and complete clearance of blockages from rain water drains, removal & re-fixing of water drain stone masonry and associated plumbing etc. including manhole cleaning / clearance, blockage removal & disposal of rubbish etc. and all works ensuring smooth drainage / sewerage system.
6. **Carpentry works** including repair of locks, door closers, doors and cabinet repair, wood polishing works etc.
7. All types of new and existing False ceiling handling including its removal, repair, painting, repainting & fixing/ re-fixing etc.
8. **Glazier services works** including Removal / re-fixing/ cutting of windows, doors, glasses, mirrors and aluminum composite panels (ACP) with all accessories.
9. **Welding works** including fabrication and repair of gates, grills, fences, railings, metals etc.
10. **Finishing works** including all types of building finishing works i.e. modern flooring of all major types, ceiling, wall paneling, Corian finishes etc.
11. **Pavements Repairs & Maintenance** including repairs of all types of rigid and flexible pavement in airport premises. Filling of potholes, cracks, joint filing etc. at Pavements (Runways, Taxiways, Apron, roads etc.) with suitable/ approved material. Digging of earth, dismantling of road and concrete work, jungle cutting, Road repair works, runway repairs etc.
12. **Removal of all rubbish**, debris etc. from site and dumping of the same outside airport premises.

Schedule “B” to CoC**SERVICE STANDARDS / KPIs****1. Service Standards / Key Performance Indicators (KPIs)**

- 1.1. Any facility/ infrastructure and work directly connected with flight operation, passenger facilitation and safety as determined by the OIC or notified in writing by OIC shall be considered as **Critical** work / service/ infrastructure.
- 1.2. All other facilities / infrastructure and work shall be treated as **General** work / service/ infrastructure.
- 1.3. The critical and general infrastructure and works of Civil facilities to be maintained by service provider are as follows:

1.3.1. Passenger Terminal Building (PTB) AIAP

- 1.3.1.1. Areas include Terminal building, domestic arrival, domestic departures, international arrival, international departures, international briefing area, domestic briefing area, Gangways, state and VVIP lounges, prayer areas, Air traffic control tower, toilet blocks, corridors, lobbies, stairs, concourse halls, offices blocks, instrument areas, service areas and ducts, stores, roofs and allied facilities.
- 1.3.1.2. R&M Works required in PTB may include but not limited to masonry work, concrete works, dismantling work, Paint work, Polish, Metal Works (Aluminum, Iron, GI, alloys etc.) , glazing works (door, windows and skylights with accessories), wood works, ply works, plumbing works(toilets faucets, gravity lines high pressure water lines), sanitary works, finishing work including floor tile fixing (porcelain, granite, wooden, PVC, glazed, raised etc.), wall claddings (PVC, metal, wood, porcelain, granite etc.) and kitchen fittings and fixers, sewerage system (the sludge removal through mechanical means from manholes will be required on monthly basis)
- 1.3.1.3. Building façade towards landside and airside, roof and its storm water drainage system.
- 1.3.1.4. Building Expansion joints, floor expansion joints, roof leakages.
- 1.3.1.5. Miscellaneous civil related R&M works in different associated areas as defined in Schedule “A” to CoC.
- 1.3.1.6. Other works of similar nature not mentioned above.

1.3.2. Airside and Allied Facilities AIAP

- 1.3.2.1. Runways (main and secondary), taxiways, aprons, rapid exits, fair weather strips, storm water drains, perimeter roads, footings and foundations of equipment / structures and security wall, fence & gates etc.
- 1.3.2.2. Allied facilities at airside are security watch towers and garages, hajj complex, instrument / equipment's rooms and station, stores, vault rooms, ACC building, water hydrants, boundary wall and fence.

Schedule "B" to CoC

SERVICE STANDARDS / KPIs

- 1.3.2.3. R&M Works required at airside are mostly pavement (rigid and flexible) patch work, concrete works, pavement marking work, tuff pavers, Metal Works (Aluminum, Iron, GI, alloys etc.), seal coatings, dismantling, excavation, storm water drains seasonal cleaning, masonry works, pavement joint filler, chemical application, pavement stains removal.
- 1.3.2.4. R&M Works required in airside allied facilities are mostly masonry work, concrete works ,dismantling work, Paint work, Polish work, Metal Works (Aluminum, Iron, GI, alloys etc.) , glazing works (door, windows and skylights with accessories), wood works, ply works, potable water filtration systems, plumbing works(toilets faucets, gravity lines, high pressure water lines), sanitary works, sewerage system (the sludge removal through mechanical means from manholes will be required as per basis), finishing work including floor tile fixing (porcelain, granite, wooden, PVC, glazed, raised, concrete tuff pavers etc.), wall claddings (PVC, metal, wood, porcelain, granite etc.) and ceiling system works, doors works (metal, wood, PVC, sandwich panel, fiber glass etc.), kitchen fittings and fixers and water bores.
- 1.3.2.5. Miscellaneous R&M civil works in different associated area as defined in Schedule "A" to CoC.
- 1.3.2.6. Other works of similar nature not mentioned above.
- 1.3.3. **Landside and Allied Facilities AIAP**
 - 1.3.3.1. Main Car parking, Departure level bridges, arrival and VVIP lanes, sheds, walkways, toilets, general area, fence and gates, cabins, security posts.
 - 1.3.3.2. Allied facilities at landside includes approach road network, office blocks, officer mess, Cargo Area, nursery block, Main Masjid, water works and its operation, sewerage system, storm water drainage system, security posts, parking sheds, boundary wall and fences.
 - 1.3.3.3. Potable Water supply pumping stations & units(24/7 Operation required).
 - 1.3.3.4. Sewerage system (the sludge removal through mechanical means from manholes will be required on monthly basis), sewerage lift stations and Overhead water tank and underground reservoirs.
 - 1.3.3.5. Deep welland submersible pumping bores.
 - 1.3.3.6. R&M Works required at landside includes but are not limited to pavement (rigid and flexible) patch work, sign boards, concrete works, pavement marking work, studs, tuff paver, Metal Works (Aluminum, Iron, GI, alloys etc.), seal coatings, dismantling, excavation, storm water drains seasonal cleaning, masonry works.
 - 1.3.3.7. R&M Works required in landside allied facilities are mostly masonry work, concrete works dismantling work, Paint work, polish work, Metal Works (Aluminum, Iron, GI, alloys etc.), glazing works (door, windows and skylights with

Schedule “B” to CoC**SERVICE STANDARDS / KPIs**

accessories), wood works, ply works, potable water filtration systems, plumbing works(toilets faucets, gravity lines, high pressure water lines), sanitary works, finishing work including floor tile fixing (porcelain, granite, wooden, PVC, glazed, raised etc.), wall claddings (PVC, metal, wood, porcelain, granite etc.) and ceiling system works (metal, gypsum, acoustic MFB etc.), doors works (metal, wood, PVC, sandwich panel, fiber glass etc.), kitchen fittings and fixers and water bores.

- 1.3.3.8. Miscellaneous R&M civil works in different associated area as defined in Schedule “A” to CoC.
- 1.3.3.9. Other works of similar nature not mentioned above.

1.4. WALTON (RESIDENTIAL AREA)

- 1.4.1. Walton is currently scaled down and no flights are being operated therefore the maintenance works required thereupon are only restricted to associated areas mentioned in Schedule A to CoC (Sr. 8)
- 1.4.2. R&M Works required may include but not limited to masonry work, concrete works, dismantling work, Paint work, Polish, glazing works wood works, ply works, plumbing works sanitary works, finishing work including floor tile fixing wall claddings, kitchen fittings and fixers, sewerage system
- 1.4.3. Other R/M works may include maintenance works on flexible pavement, patch work, sign boards, pavement marking work, tuff paver, seal or tack coats etc., dismantling, excavation, storm water drains seasonal cleaning etc.
- 1.4.4. Other works of similar nature not mentioned above.

- 1.5. The unserviceability of abovementioned General and critical area / facilities against any complaint / report shall be subject to deductions as specified in clause 06 and 07 of CoC. The fines / penalties and LDs shall be decided by DE based on level of unserviceability.

Schedule "C" to CoC

SCHEDULE OF RESOURCE COMMITMENT AND FUNCTIONS

1) MINIMUM MANPOWER DEPLOYMENT PLAN

Minimum Deployment of General Shift** AIAP+Walton Lahore

General Shift AIAP Lahore	Nos.	General Shift Walton Lahore	Nos.
Site Engineer	01	Site Engineer	0
Supervisor	02	Supervisor	0
Foreman	04	Foreman	01
Clerk	01	Clerk	0
Record Keeper	01	Record Keeper	01
Plumber	02*+05	Plumber	02
Painter	10	Painter	03
Mason / Tile fixer	06	Mason	02
Carpenter	04	Carpenter	02
Metal / Aluminum Fixer	02	Metal Fixer / Aluminum	0
Welder	02	Welder	0
Sewer man	04	Sewer man	02
False ceiling Fixer	03	False ceiling Fixer	0
Helper	36	Helper	06
Road Roller Operator	01	Road Roller Operator	0
Pump Operator	01	Pump Operator	0
Total	85	Total	19

*Expert in High pressure gas lines

Minimum Deployment of Each Shift** AIAP

Trade	Shift –A	Shift –B	Shift –C	Shift-D
Complaint Clerk	01	01	01	01
Plumber	02	02	02	02
Carpenter	01	01	01	01
Mason	01	01	01	01
Sewer man	01	01	01	01
Helper	02	02	02	02
Pump Operator	01	01	01	01
Total	09	09	09	09

****Note:-**

The above mentioned manpower is the bare minimum required deployment as per the shifts mentioned and this above table is a tentative schedule however the actual duty roasters comprising minimum required manpower may differ slightly on higher side. The actual required manpower depends on the quantum of works.

Schedule “C” to CoC

SCHEDULE OF RESOURCE COMMITMENT AND FUNCTIONS

ROLE	MINIMUM COMPETITIVE MARKET WAGE (Rs.)
Site Engineer	120000
Supervisor	80000
Foreman	60000
Clerk	60000
Record Keeper	60000
Plumber	55000
Painter	55000
Mason / Tile fixer	55000
Carpenter	55000
Metal / Aluminum Fixer	55000
Welder	55000
Sewer man	55000
False ceiling Fixer	55000
Helper	40,700
Road Roller Operator	60000
Pump Operator	55000

NOTE: The salary to be paid to any employee of the contractor must not be less than the above mentioned minimum market competitive salaries in addition to compliance with the minimum wage criteria of the Federal Government

CIVIL WORKS FUNCTIONS – ALLAMA IQBAL INTERNATIONAL AIRPORT& WALTON (RESIDENTIAL AREA)

➤ Management Services

Management / Supervision includes the Civil R&M function including high pressurized water and gas lines and teams in their designated area and mobilization of resources & materials according to intended work activity and completion of work as per standard Engineering practices. Complaint cell management, field and site survey, report preparation and submission. The resources required are supervisors, shift in-charges and complaint cell clerk etc.

1. Site Engineer:

BS degree in Civil with significant relevant experience related to technical engineering management (minimum 5 years). The site engineer shall be service provider's point of content and overall responsible for formulation and dispatching of technical teams, supervision of operations / maintenance activities, contractual compliances, administrative matters, dealing with the client and swift resolution of site issues overall in technical perspective

2. Supervisor:

Supervisor must be a DAE in Civil with at least 3 year execution / practical experience in civil works at site. He must be having problem solving skills pertaining to issues often arising at site related to civil maintenance works. He would be responsible for managing the Civil Works team in their designated area as per applicable standards and practices.

3. Foreman

For supervision of the Civil Works as Foreman as per the directions of his supervisor. He must have at least 3 years of experience to lead teams of labor for execution of civil works. He will mobilize resources & materials, ensure work is undertaken, ensure no damages are done, debris & other rubbish is properly staked and removed.

Schedule "C" to CoC

SCHEDULE OF RESOURCE COMMITMENT AND FUNCTIONS

4. Complaint Cell Clerk

Man the complaint room phone, write down complains, forwarding them to the concerned tradesmen and maintaining the job slip record. Must be computer literate.

➤ Works Services

5. Carpentry Function*

Repairs and Maintenance work pertaining to Carpentry including replacement / repairs / maintenance of doors, windows, locks, false ceilings, furniture etc. Skilled Carpenters well trained for using the carpentry related tools are to be provided. Minimum 3 years of experience in carpentry function required.

6. Plumbing Function*

Repairs and Maintenance work pertaining to Plumbing including replacement / repairs / maintenance of related fixtures, water pipelines, high pressure gas pipelines, pumps, high pressurized water lines etc. Skilled Plumbers well trained for using the plumbing related tools are to be provided.

7. Painting Function*

Repairs and Maintenance work pertaining to Paint or polish including scheduled and unscheduled painting work of walls, doors, windows, equipment, fixtures etc. Experts in road, runway marking paintings is essential. Skilled Painters well trained for using the painting related tools are to be provided. Minimum 3 years of experience in painting function required.

8. Masonry Function*

Repairs and Maintenance work pertaining to pavements i.e. runways, taxiways, aprons, parking bays, tiles, pavers and buildings etc. Masons should be able to repair rain water drains stone masonry. They should be experts in brick, block masonry, concrete work, plaster works, pointing and pavement repairs etc. Skilled Masons, well trained for using the masonry related tools are to be provided. Minimum 3 years of experience in masonry function required.

9. Aluminum fixer/ glazier*

Maintenance of all glasses, windows, ventilators, main façade etc. including removal / re-fixing/ cutting of windows, doors, glasses, mirrors and aluminum composite panels (ACP) with all accessories.

10. Pump Operator*

The service provider will arrange and manage 24/7 Operation of water pumps at water works.

11. Sewer Man

Maintenance of drainage/ sewage lines and pipes and ensuring that there is no clogging / blockage. Experience persons with knowledge of drain opening techniques required.

12. False Ceiling fixing:

Repairs and Maintenance work pertaining to false ceiling panels, removing, re-fixing etc. The false ceiling fixer should have a dedicated experience of such works

13. Welding operation:

The welding operation must be conducted by dedicated workers with significant experience of welding and requisite knowledge about the equipment

14. Road Roller operator:

Schedule “C” to CoC

SCHEDULE OF RESOURCE COMMITMENT AND FUNCTIONS

A person with at least 2 year of experience in road rolling operations.

15. **General Helpers**

The Service Provider will arrange and manage semi-skilled helpers whose services would be as supporting hands to various trades.

***Note:** Vocational training certifications should be preferred where applicable.



Schedule "C" to CoC

T&P FOR DAILY R/M WORKS

2) **T&P FOR DAILY R/M WORKS (TO BE ARRANGED BY THE SERVICE PROVIDER)**

SMALL/ MEDIUM SIZED T&P

SR NO	NAME OF TOOLS	No.
1	Aluminum Cutter with Blades	1
2	Aluminum Roller Wheel for fixing wire gauze	1
3	Aluminum Strip Flat (Gazz)	2
4	Baby Electric Grinder with disc of diff sizes	5
5	PPRC pipe for Sewerage Lines cleaning. (45 feet)	3
6	Chorsi set	2
7	Drill Machine with drilling bits	3
8	Edge Hammer for mason (Tessi)	5
9	Electric Sander	1
10	Electric Wood Cutter	1
11	Electric Wood Planer	1
12	Frame For Hexa Blades	5
13	Glass Cutting Pencil	2
14	Glass Gripper	4
15	Gloves for Welder	2
16	Goggles for Welder	2
17	Goti Set	2
18	Hammer (Medium Size)	8
19	Hammer 1 Kg	1
20	Hammer 2 Kg	1
21	Hammer 3 Kg with handle	1

Schedule "C" to CoC

T&P FOR DAILY R/M WORKS

22	Hammer 5 Kg with handle	2
23	Hand Level 12", 24"	4
24	Hand Saw	4
25	Hard Scrapers	12
26	Jamoor	2
27	L Key Set	2
28	Measuring tape 30Mtr	3
29	Measuring tape 5Mtr	5
30	MS Sheet Cutter	1
31	Painting Brush 2" Black Cat / Captain	6
32	Painting Brush 3" Black Cat / Captain	6
33	Painting Brush 4" to 6" Black Cat / Captain	6
34	Painting Roller 6" Black Cat / Captain	6
35	Painting Roller 9" Black Cat / Captain	6
36	Paper knife / Blade cutter	4
37	Pick Axe with handle (Ganti)	2
38	Axe with handle	2
39	Steel Punji with handle	2
40	Steel Square	5
41	Laser level	2
42	Pipe Wrench 12"	4
43	Pipe Wrench 24"	4
44	Plier Best Quality	4
45	Rivet Plier	2
46	Rubber Hammer	4
47	Safety Belts	8
48	Safety Helmets	78

Schedule "C" to CoC

T&P FOR DAILY R/M WORKS

49	Safety jacket Florescent	100
50	Safety Shoes	25
51	Screw Driver Double	12
52	Screw Driver Single	12
53	Screw Wrench 12"	4
54	Screw Wrench 8"	4
55	Screw Wrench 24"	4
56	Scaffolding 60'	1
57	Manual Showel (standard size)	4
58	Silicone Gun	4
59	Star Set (Set of screw drivers)	2
60	Steel Chisel Best Quality	6
61	Steel Float	5
62	Steel Pans (Taghari)	10
63	Steel Point Chisel (Sumba)	2
64	Steel Point wood Cutter	2
65	Steel Rod 6ft long (Jhambal)	1
66	Steel Trowel	5
67	Tension wire for sewage lines (up to 200ft)	1
68	Tile Rod Cutter	2
69	Tool Kit Bags / Steel Box	20
70	Welding rods	2
71	Welding Plant	02
72	Wheels Barrows heavy duty	10
73	Wooden Float for Mason	4
74	Wooden Planer (Randa)	4
75	Folding Steel Ladders (Diff heights)	10

Schedule “C” to CoC

T&P FOR DAILY R/M WORKS

76	Electric cable extension up to 500ft	3
77	Curing Pipe 200 feet	2
78	Generator (Min 5 KVA)	1
79	Drill Machine Heavy Duty (Hilti)	1
80	Water Suction Pump	1
81	Traffic cone	25
82	Plastic barrier 6-8 ft	20
83	Caution board (4x4) & 6x4	4
84	Sewerage Opening Machine (Portable)	1
85	Motor conveyance 70 cc	2
86	Pavement marking machine (up to 3 ft. wide)	1
87	Vibrating plate compactor	1
88	Misc. consumables Refer 3.4.6	As described
89	Fuel (Consumables)	200 Ltr.

Note: The listed items are to be arranged and made available (along with sundries / standard consumable) without delay throughout the currency of contract, however the items list stated above is not final and additional T&P, as per requirement of the works, may be instructed by DE Civil and the service provider has to arrange the same without any additional claim. Transportation, operation, Fuel & R/M of the T&Ps will be the responsibility of the Service provider and the same would not be utilized elsewhere or removed from the airport without prior written permission of DE Civil during the currency of the contract.

Schedule “C” to CoC

MACHINERY VEHICLES COMMITMENT / DETAILS

3) MACHINERY/ VEHICLES

DESCRIPTION	CONDITION	USAGE	MILEAGE/ FUEL
One Nos. Hyundai Shahzore Pickup H-100 or equivalent (To be approved by DE Civil)	Efficient, fit for use, properly painted (Red & white checks) in New/ acceptable condition. Having valid registration. Not used for more than 5 years.	Loading unloading of materials, transportation of materials, laborers and CAA Civil Section Employees. Will also be used for civil tasks and access to site/ inspections.	Fuel & maintenance cost will be borne by the service provider. Usage will be approximately 500 Km per Month for each vehicle.
One Nos. Suzuki Bolan or equivalent type 1000 CC vehicle (To be approved by DE Civil)	Efficient, fit for use, properly painted (Red & white checks) in acceptable condition. Having valid registration. Not used for more than 5 years.	For transportation of officers and staff of service provider as well as client representatives during inspections and routine visits etc.	Fuel & maintenance cost will be borne by the service provider. Usage will be approximately 1000-1200 Km per Month for each vehicle.
01 No Paint Marking Machine (Application / Range Up to 03 Feet wide)	Efficient, fit for use, in New/ acceptable condition and adjustable 1-3 ft. Not used more than 5 years.	Pavement marking on Airside (Apron, Taxiways, Runways, access Roads), Land side (Parking, Roads etc.) or as directed by Representation of DE Civil	Fuel & maintenance cost will be borne by the service provider.
Sewerage Sucking Truck (Large) with Driver and Fuel	Efficient, fit for use	Cleaning of Sewerage Line / Manholes / Drains	Average 03 Days use per Month.

Note: Registration documents of the vehicle(s) will be required in updated condition. The vehicles / machinery will be required to have security passes (to be issued by the respective section as per Policy / SOP). The listed items are to be arranged at the start of the work by the service provider. Driver, Transportation, operation, Fuel & R/M of the vehicle(s) will be the responsibility of the Service provider and the same would not be utilized elsewhere or removed from the airport without prior written permission of DE Civil during the currency of the contract.

SCHEDULE OF PRICES

FORMAT OF FINANCIAL PROPOSAL

A. R&M Services - Monthly Cost

[REFER SCHEDULE A, B & C (1&2) to CoC]

Sr. No.	Service Provided	Total Monthly Cost for the Service (PKR)		Total Annual Cost for the Service (PKR)
	1	2		3
		<i>In Figures</i>	<i>In Words</i>	
01	Management Services (including maintaining data, record keeping etc.)			
02	Plumbing works services			
03	Paint works services			
04	Masonry works services			
05	Carpentry works services			
06	Glass and Aluminum works services			
07	Sewerage / Drainage cleaning services			
08	Welding works services			
09	Pump operation services			
10	False ceiling works services			
11	Supporting services (Helpers)			
12	T&P (Schedule.C to CoC)			
	TOTAL MONTHLY COST (A)			

B. Transport Services- Monthly Cost

[REFER SCHEDULE C (3) to CoC]

Sr. No	Vehicles	No.	Monthly Charges per Machine including overheads (PKR)		Total Monthly Charges (PKR)
	1	2	3		4 = 2 x 3
			<i>In Figures</i>	<i>In Words</i>	
01	Vehicle/ Pickup for shifting material and manpower (Shahzore pickup or equivalent) with driver	1			
02	Suzuki Bolan or equivalent type 1000 CC vehicle for routine transportation and visits with driver	1			
03	Sewerage Sucking Truck (Large) with Driver and Fuel (Avg. 03 Day a Month)	1			
	TOTAL MONTHLY COST (B)				

Conditions of Contract (CoC)

Schedule “D” to CoC
SCHEDULE OF PRICES
SUMMARY OF R&M PRICES

R&M Services - Monthly Cost	(A)	=	_____ (PKR)
Transportation Services –Monthly Cost	(B)	=	_____ (PKR)
TOTAL MONTHLY COST		=	_____ (PKR)

BID PRICE

Contract Cost = Total Monthly R&M Cost X 24 months

Contract Cost = _____
(In Figures)

Contract Cost = _____
(In Words)

Rates of services include manpower with required T&P. Contract has to ensure provision of minimum wages as notified by the government or mentioned in Sch C of CoC whichever is higher.

Authorized signatures
With company stamp

Conditions of Contract (CoC)

Schedule "E" to CoC**INTEGRITY PACT****DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY
THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH
RS.10.00 MILLION OR MORE**

Contract Number: _____

Dated: _____

Contract Value: _____

Contract Title: _____

The Service Provider i.e. _____

_____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, The Service Provider i.e. _____

represents and warrants that it has fully declared the brokerage, commission, fee 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 consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

The Service Provider i.e. _____

_____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

The Service Provider i.e. _____

_____ accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, The Service Provider i.e. _____

_____ agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by The Service Provider i.e. _____

_____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

For and on behalf of Client:

Name: _____

Designation: _____

Signature: _____

[Seal]

For and on behalf of Service Provider:

Name: _____

Designation: _____

Signature: _____

[Seal]



Conditions of Contract (CoC)

Schedule "F" to CoCFORM OF PERFORMANCE SECURITY

(Bank Guarantee)

Guarantee No. _____

Executed No. _____

Expiry date _____

Name of Guarantor (Bank) with address:

(Scheduled Bank in Pakistan)

Name of Principal (Service Provider) with address:

Penal Sum of Security (express in words and figures):

Letter of Acceptance No. _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the **"PAKISTAN AIRPORTS AUTHORITY"** (hereinafter called the "Client") in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Client, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Client's above said Letter of Acceptance for **"Service Level Agreement (SLA) for Repair & Maintenance Services of civil works/Facilities at Allama Iqbal International Airport (AIAP) and Residential Area at Walton Lahore"**.

NOW THEREFORE, if the Principal (Service Provider) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Client, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till requirements of **Section-11 of CoC** are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Client without delay upon the Client's first written demand without cavil or arguments and without requiring the Client to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the



Conditions of Contract (CoC)

Schedule "F" to CoC**FORM OF PERFORMANCE SECURITY**

Client's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Client's designated Bank &Account Number.

PROVIDED ALSO THAT the Client shall be the sole and final judge for deciding whether the Principal (Service Provider) has duly performed his obligations under the Contractor has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Client forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

Signature _____

1. _____

Name _____

Title _____

Corporate Secretary (Seal)

2. _____

(Name, Title & Address)

Corporate Guarantor (Seal)

Chapter 1

INTRODUCTION

1.1 INTRODUCTION

Integrated Management System comprising International Management System standards ISO 9001: 2008 (Quality Management System), ISO 14001: 2004 (Environmental Management System), OHSAS 18001: 2007 (Occupational Health and Safety Management System), and ICAO's SMS (Safety Management System) has been implemented in Pakistan CAA. These standards require adherence from all the stakeholders to fulfill their respective obligations towards vital aspects of Safety, Quality, Occupational Health and Environment. This HSE Manual outlines the responsibilities of contractors, suppliers and concessionaires working for CAA or on the areas under CAA's jurisdiction

1.2 CAA IMS POLICY

Top Management commitment is demonstrated in IMS Policy, attached as **Appendix-A** (English version) and **Appendix-B** (Urdu version).

1.3 RESPONSIBILITY & AUTHORITY

1.3.1 RESPONSIBILITY FOR HSE COMPLIANCE:

- 1.3.1.1 CAA shall require Contractors and/or Sub-contractors / Suppliers / Concessionaires to affirm that all supervisors are responsible for ensuring that the works / activities are performed in accordance with all applicable health, safety and environmental rules, regulations and good working practices with equal diligence being paid to the fulfillment of the contractual technical specifications. CAA will require Contractors and Sub-contractors to advise such personnel of their safety responsibilities. Contractors / Suppliers / Concessionaires shall also provide CAA with their organizational setup for a particular contract / subcontract / renewal / bid invitation document, where applicable, specifying the areas of safety responsibilities of their supervisors.
- 1.3.1.2 **All DDGs** shall ensure imparting necessary directions and establish requisite monitoring & evaluation mechanism in their respective area of responsibilities to fulfill the vision and the objectives contained in this manual.
- 1.3.1.3 **The concerned Directors / Additional Directors / Airport Managers / Chief Operations Officers / Location Heads / Sectional Heads**, involved / engaged in the purchase of materials, services and contracts (including sub-contracts, if any), shall ensure effective implementation of this manual. They shall also be responsible to designate **Contract Coordinators** where applicable especially on large scale projects.
- 1.3.1.4 **Contract Coordinator** (a designated CAA Employee) shall be responsible for the on-site implementation of HSE requirements by the contractors and their officials / workers. He shall also be responsible to record on-site management activities and meetings specific to the HSE issues.
- 1.3.1.5 **Deputy Management Representatives (DMRs)** shall be responsible to oversee the implementation and effectiveness of this manual at their respective Airports / ATS Units / Locations.
- 1.3.1.6 The concerned **Directors / Additional Directors / Airport Managers / Chief Operations Officers / Location Heads / Sectional Heads**, involved / engaged in the purchase of materials, services and contracts (including sub-contracts, if any), shall ensure incorporation of specific clause(s) on Safety, Health & Environment in the contract agreements or their renewals / bid invitation documents indicating the need for compliance with the detailed guidelines as outlined in this manual.

1.3.1.7 All Safety, Health and Environment requirements contained in this manual shall also be made part of the bid invitation documents / contracts.

1.3.1.8 Any specific requirements not covered in this manual and in the existing HSE clause of the contract / lease agreement may be specified in the contract / lease documents by the respective CAA functions, in consultation with Additional Director SQMS (REG/CF), Additional Director SQMS (ANS/APS) at HQCAA and concerned DMRs at Airports / ATS Units / Locations. These may include but not limited to:

- a. Working procedures
- b. Risk / impact assessment of the job
- c. Requirements of transporting carrier, machinery / equipment and tools
- d. Handling / packaging identification requirements
- e. Information about the product composition
- f. Compliance to the related Safety, Health & Environment procedures for performing the activity
- g. Usage of Personal Protective Equipment (PPE)
- h. Competence / training requirements of workers
- i. Handling and disposal of waste, etc
- j. The need to obtain Permit To Work (PTW), where required
- k. Emergency procedures
- l. Accident / incident reporting
- m. Legal requirements

1.3.1.9 The **concerned Directors / Additional Directors / Airport Managers / Chief Operations Officers / Location Heads / Sectional Heads** may ask the supplier / contractor / concessionaire to carry out a **risk assessment** before awarding a contract for high-risk tasks, where applicable.

1.3.2 **ONSITE MANAGEMENT OF CONTRACTORS FOR MEGA / MAJOR PROJECTS:**

1.3.2.1 The **concerned DDGs / Directors / Additional Directors / Airport Managers / Chief Operations Officers / Location Heads / Sectional Heads** shall ask the contractor / supplier / concessionaire to designate a **Safety Officer** wherever applicable, depending upon the quantum of contract, who shall be the focal person and responsible for on-site implementation of HSE requirements on part of contractors / suppliers / concessionaires. For Contracts / Agreements of smaller quantum, the contractor / supplier / concessionaire shall be directly responsible in this regard without having the need to designate such representatives.

1.3.2.2 The **concerned Directors / Additional Directors / Airport Managers / Chief Operations Officers / Location Heads / Sectional Heads** shall be responsible to nominate a representative (**Contract Coordinator**) for on-site management of contractors for mega / major projects. The contract coordinator / representative shall monitor the HSE compliance by the contractor / supplier. This includes monitoring of:

- a. Controls to prevent HSE risks
- b. Contractor equipment for appropriateness
- c. Compliance of work procedures
- d. Waste Disposal & Record keeping

- e. Compliance of regulatory requirements, to this HSE Manual or their own HSE Manual(s) if exceeding the requirement stipulated by the CAA and PTW by contractors / suppliers / concessionaires
- 1.3.2.3 **Regular on-site meetings with the contractor** must be convened / held to discuss the HSE compliance and related aspects of the job. Records of such meetings and on-site management activities must be maintained by the Contract Coordinator.
- 1.3.2.4 **HSE audit or on-site inspections** shall be carried out randomly by the authorized Inspectors of SQMS Directorate in coordination with the concerned Directorate / Branch at HQCAA and concerned Section at airports / locations for checking HSE compliance. IAR (Improvement Action Report) on **CAAF-002-MSXX** shall be raised / generated in case any non-conformity is observed or if any corrective or preventive action is required. All proceedings of the audit or on-site inspections shall be documented by the respective inspectors.
- 1.3.2.5 All the works, purchase / supplies and services being carried out / rendered by Contractors / Suppliers / Concessionaires shall be liable to monitoring and supervision by CAA's authorized / designated official(s) to ensure their HSE-worthiness. Surprise inspection may be carried out at any time by SQMS Officials.
- 1.3.2.6 The monitoring / supervision so required shall be made under the relevant clause(s) of the contract. The performance monitoring data of contractors with regard to compliance to HSE manual and CAAO will be collected / maintained and documented on periodical basis by the respective DDGs as well as by SQMS Directorate / SQMS teams at locations, to develop necessary corrective / preventive actions accordingly. This significant data of a particular contractor / supplier / concessionaire, will be critically observed and be given due consideration at the time of awarding / continuation / renewals etc of any contract.
- 1.3.2.7 All potential Contractors, Suppliers and Concessionaires shall be informed about the availability of HSE manual which would require compliance from them. The latest version of this Manual shall be posted on the CAA's Official Website www.caapakistan.com.pk.
- 1.3.2.8 The concerned Directorate / Branch / Airport / Location shall provide the hard copy of the latest version of HSE Manual to the Contractors / Suppliers / Concessionaires at the time of signing of the Contract Agreements / License Agreements / Lease Deeds / Purchase Orders / Supply Orders, etc.
 - a. No work be executed without supervision of concerned representation of OPI Section / Branch, especially at aerodrome.
 - b. The representation of OPI section / function shall ensure implementation of preventive control measures during execution of work and corrective measures in case of any abnormal / emergency situation.
 - c. All food concessionaires shall preferably be certified in Food Safety Management System ISO 22000: 2017.
- 1.3.2.9 In case of existence of any Contractor's, Supplier's and Concessionaire's HSE Manual having provisions more stringent to this HSE manual, those shall be applicable as far as the currency of that particular contract is concerned.
- 1.3.2.10 All the Contractors, Suppliers and Concessionaires shall be responsible to provide and update bare minimum training / awareness on HSE to their employees and subsequent implementation. Any breach / violation thereof by any of such employee(s) shall be construed upon to be on behalf of that very Contractor, Supplier and Concessionaire. Records pertaining to HSE related training / awareness shall be maintained and provided to concerned CAA official(s) designated by the OPI and/or Representative(s) of CAA's SQMS team.

1.3.2.11 The training / awareness described above shall include but not limited to the following: -

- a. Site acquaintance (i.e. Aerodrome / Building layout, Building Evacuation Procedure, etc).
- b. General aerodrome layout & hazards and handling of standard equipment.
- c. HSE related operational hazards / environmental aspects and risks / environmental impacts associated and related control measures with the particular contract / agreement.
- d. Basic First Aid and other corrective measures.
- e. Application of Permit to Work / Lock Out and Tag Out.
- f. Special MSDS, classification / composition of hazardous material for handling of hazardous material.
- g. Incident(s) / accident(s) including environmental incidents (spills, etc) reporting.
- h. Waste management.
- i. Basic Fire Fighting.
- j. Safe driving.
- k. Response in emergency.
- l. Personal Protective Equipment (PPE).

Chapter 2

GENERAL INFORMATION

2.1 BASIC SAFETY & SECURITY RESTRAINTS

2.1.1 The following are some basic safety & security restraints. In case of violation of any of these, Contractors / Suppliers / Concessionaire shall be dealt with in accordance with **Rule 91 (Section 10) of CARs 94:**

- 2.1.1.1 Possession or use of alcoholic beverages or illegal drugs.
- 2.1.1.2 Possession of un-authorized explosives, firearms, ammunition, and other weapons.
- 2.1.1.3 Violation of any safety or security rules or requirements as laid down in **Part VIII, Section 10 of CARs, 94 (Rule 92-110).**
- 2.1.1.4 Illegal dumping, handling, or disposal of hazardous materials.
- 2.1.1.5 Demolition or removal, without written permission, of any property belonging to CAA.
- 2.1.1.6 Intimidating, threatening, harassing, impeding or interfering with CAA employee(s) or designated representative(s).
- 2.1.1.7 Misuse of fire prevention and protection equipment.
- 2.1.1.8 Unauthorized removal or destruction of a safety barricade, handrail, guardrail, warning sign, fall protection, or other warning devices intended to protect employees or property.

2.2 SAFETY PERMITS

2.2.1 All CAA contractors, suppliers or concessionaires shall obtain prior approval for PTW from CAA's authorized / designated official(s) and follow all the safety requirements, precautions, controls of PPEs classified as PTW related tasks as any of the operations mentioned below may present a hazard to people, property and environment.

- 2.2.1.1 Performing burning, welding, cutting, soldering, or other hot work.
- 2.2.1.2 Working on fire protection / detection systems.
- 2.2.1.3 Working on electrical, steam, chilled water systems or other energized systems.
- 2.2.1.4 Installing a temporary electrical service
- 2.2.1.5 Working with hazardous chemicals (including solvents and paints).
- 2.2.1.6 Handling, transporting or generating hazardous wastes (including hospital biological waste, waste oil, chemicals, condensate, etc).
- 2.2.1.7 Using a gas, diesel, or LPG (such as Propane) powered engines.
- 2.2.1.8 Working on gas pipe lines or associated equipment.
- 2.2.1.9 Operating a power vehicle or self-propelled work platform.
- 2.2.1.10 Excavation / trenching.
- 2.2.1.11 Using radioactive sources or conducting field radiography (x-ray).
- 2.2.1.12 Working with asbestos & asbestos – containing materials.
- 2.2.1.13 Working on security systems.
- 2.2.1.14 Working with compressed air / gases.
- 2.2.1.15 Working on heating, ventilation, or air conditioning equipment.

- 2.2.1.16 Working with chemicals, polishing or grinding.
- 2.2.1.17 Working at heights of more than 06 feet or on roofs.
- 2.2.1.18 Entering or working in confined spaces like fuel tanks, trenches, service shafts, sewer system, etc.
- 2.2.1.19 Lifting or hoisting with cranes or hoists.
- 2.2.1.20 Blasting operations, etc.

2.3 **PERFORMANCE MONITORING**

- 2.3.1 The Contractors / Suppliers / Concessionaires shall monitor HSE performance of their employees and activities.
- 2.3.2 They shall in addition monitor all those performance monitoring actions agreed between CAA and the Contractors / Suppliers / Concessionaires.

2.4 **HOUSE KEEPING**

- 2.4.1 All Contractors / Suppliers / Concessionaires shall maintain good housekeeping by keeping work areas neat, clean, orderly, free of excess trash, debris and shall block walkways, stairs, exits, or create a tripping hazard. Poor housekeeping at a job site may lead to an increased potential for safety hazards and an increased frequency of accidents, falls, cuts, spills, leaks, fires or electrocution.
- 2.4.2 Tools, wires, materials shall not be left or haphazardly spread out at the work place.
- 2.4.3 Open holes, trenches, or excavations into which people may fall shall be identified, covered or provided with guardrails.
- 2.4.4 In order to protect the employees and environment, safety blinding shall be provided at all works execution sites, where necessary.

2.5 **REPORT OF ACCIDENT, INCIDENT, INJURY OR ILLNESS**

- 2.5.1 The area representatives of contractor shall inform fire, electrical, civil inquiries officials each day before start of work.
- 2.5.2 All work related accidents, incidents, fatalities, injuries, and illnesses must immediately be reported to the CAA authorized / designated officials.
- 2.5.3 Every incident / accident happened during execution of contractors work shall properly be analyzed as per **CAA0-015-MSXX** and if fall in Major / Catastrophic categories be published / mentioned in IOU report by the OPI Section / Branch.

Chapter 3

HAZARDOUS WASTE

3.1 HAZARDOUS WASTE MANAGEMENT

- 3.1.1 Hazardous waste generated by a Contractor / Supplier / Concessionaire as part of its work must be properly identified, stored and disposed in accordance with applicable laws / rules / regulations. The Contractor / Supplier / Concessionaire must coordinate with CAA representative(s) of relevant sections to provide a list of hazardous waste(s) which is / are likely to be generated during the project / activity, and to determine the location(s) for hazardous waste storage.
- 3.1.2 The Contractor / Supplier / Concessionaire must also ensure, at a minimum:
- 3.1.2.1 Proper labeling in terms of MSDS.
 - 3.1.2.2 Adequate secondary containment.
 - 3.1.2.3 Segregation of incompatible materials.
 - 3.1.2.4 Routine inspection of storage areas.
- 3.1.3 In addition, all hazardous waste containers shall be constructed of a material compatible with the waste, in sound condition, and kept securely closed to avoid spill or leakage.

3.2 WASTE DISPOSAL DOCUMENTS

The Contractors / Suppliers / Concessionaires shall be responsible for completing all waste disposal documents as per statutory / regulatory requirements, where applicable and as required by CAA. This may relate to CAA's own waste that is periodically removed for further disposal purposes, or waste created by Contractor / Supplier / Concessionaire while performing a task at CAA premises / areas under CAA's jurisdiction. OPI shall also ensure all normal wastes are also removed by the contracts.

3.3 TRAINING

Contractor / Supplier / Concessionaire must ensure that their employees are appropriately trained in hazardous waste management procedures. In the event a Contractor / Supplier Concessionaire encounters unidentified material that is reasonably believed to be hazardous (radioactive, volatile, corrosive, flammable, explosive, magnetic, infectious, toxic), the Contractor / Supplier / Concessionaire shall immediately stop work in the affected area and report the condition to the CAA's authorized / designated official(s). At no time shall such material be disposed in chutes, drains, pipes or in any other unauthorized manner.

3.4 TRANSPORTATION AND DISPOSAL OF HAZARDOUS MATERIALS

- 3.4.1 Transportation of hazardous materials on CAA property shall be conducted in accordance with CAA specified instructions. It shall not be disposed to burn or be used in a manner that is harmful to people or environment. While transporting hazardous materials, Contractor / Supplier / Concessionaire shall ensure that no harm is done to people or environment because of poor containers, packing, covering, lashing, fixing, loading, stacking or improper vehicle or mode of transport.
- 3.4.2 All transportation of dangerous / hazardous goods and materials by air shall be conducted strictly in accordance with provisions of Part XVI, Sections 1-3 and 5-6 of the Civil Aviation Rules, 1994.

3.5 SPILL PREVENTION AND CONTROL

- 3.5.1 Based on the inventory of oil and hazardous chemicals that will be brought on-site, the Contractor / Supplier / Concessionaire shall have available equipment (e.g., secondary containment pallets, absorbent pads, absorbent booms, speed-dry etc.) that is suitable and sufficient to control a potential spill / release.

- 3.5.2 The Contractor / Supplier / Concessionaire is responsible for identifying outlets to the environment (e.g., sumps, sewers, storm / floor drains, etc.) and adequately minimizing spill potential to these areas.
- 3.5.3 The Contractor / Supplier / Concessionaire is responsible for the proper storage of all flammable and combustible chemicals that are brought and/or stored on site to complete the work. Such storage may require the use of safety containers, safety cabinets, and/or secondary containment.
- 3.5.4 The Contractor / Supplier / Concessionaire shall also ensure that any incompatible chemicals are safely segregated. The Contractor / Supplier / Concessionaire is Responsible for maintaining and securing all chemical containers and all chemical storage-areas. This requires selecting locations and methods to minimize exposure to rainfall, surface water, and the ground surface or subsurface.
- 3.5.5 The Contractors / Suppliers / Concessionaires must ensure that their employees are adequately trained in spill control procedures and are aware of the use of spill control kits.
- 3.5.6 In the event of a release or spill, the Contractor / Supplier / Concessionaire must immediately inform CAA's authorized / designated official(s).

3.6 AIR EMISSIONS

- 3.6.1 Any conditions discovered which could result in an increase in air pollutant emissions must immediately be reported to the CAA's authorized / designated official(s).
- 3.6.2 Contractors / Suppliers / Concessionaires activities should not cause unacceptable level of emissions (emissions not meeting NEQS – National Environmental Quality Standards).
- 3.6.3 Contractors / Suppliers / Concessionaires shall immediately notify the CAA's authorized / designated official(s) whenever they become aware of any unintentional or intentional release of CFCs (Chloro-Fluoro Carbons), Halons etc.

3.7 WASTE WATER DISCHARGES

- 3.7.1 Waste water must NOT include any corrosive, flammable, or toxic substances / hazardous liquid, etc.
- 3.7.2 Contractor / Supplier / Concessionaire must ensure no waste water is discharged that violates NEQS.

3.8 BIOLOGICAL / CHEMICAL / RADIOACTIVE HAZARDS

- 3.8.1 Some CAA operations may involve the use of biological, chemical, or radioactive material that can be hazardous to persons or property, if not handled or disposed safely. Contractors / Suppliers / Concessionaire will mark the areas where work with biological, chemical, or radioactive materials is being performed with proper signs.
- 3.8.2 The Contractor / Supplier / Concessionaire shall not disturb damage or otherwise handle any suspected asbestos containing material.
- 3.8.3 The Contractor / Supplier / Concessionaire shall not sweep, dust, vacuum or mop dust / debris which are the product of a suspected asbestos containing material. The Contractor / Supplier / Concessionaire shall also not pick up or throw away any suspected asbestos-containing waste or trash.
- 3.8.4 Sand blasting, grinding, drilling, brazing, scraping, polishing of floors and other dust emitting surfaces will be done by persons wearing appropriate PPEs.

3.9 HAZARDOUS MATERIALS AND HAZARD COMMUNICATION

- 3.9.1 Hazardous materials shall not be handled or used by the Contractor / Supplier / Concessionaire without providing training to the concerned employees.

- 3.9.2 No solvents, paints, or similar flammable, toxic, or irritating materials shall be used in CAA premises / areas under the jurisdiction of CAA unless specifically authorized by CAA.
- 3.9.3 Adequate ventilation shall be maintained when paints or solvents are used.
- 3.9.4 Flammable solvents and materials shall be used with extreme caution.
- 3.9.5 It shall be ensured that flammable paints and solvents are isolated and stored in approved locations, if inside the building.
- 3.9.6 The Contractor / Supplier / Concessionaire shall submit an inventory of all hazardous chemicals / liquids / materials that are brought on-site or sold to CAA. These should be accompanied by MSDS.
- 3.9.7 The Contractor / Supplier / Concessionaire shall also ensure that all containers that are brought on site for the storage of hazardous chemicals (e.g., gas, paint, etc.) are labeled and inspected for correctness.
- 3.9.8 The Contractor / Supplier / Concessionaire shall remove at earliest all hazardous chemicals that it brings on-site when work involving a specific hazardous chemical has been completed.

Chapter 4

SPECIFIC SAFETY REQUIREMENTS

4.1 CONFINED SPACE ENTRY

- 4.1.1 Contractor / Supplier / Concessionaire will obtain Confined Space Entry Certificate before entering / working in confined spaces. If during the course of work, the Contractor / Supplier / Concessionaire encounters a confined space that has not been previously identified by the CAA, it must immediately bring the space to the attention of the CAA's authorized / designated official(s), and delays entry until the space is examined by the CAA's authorized / designated official
- 4.1.2 When CAA and Contractor / Supplier / Concessionaire personnel are working in or near confined spaces, the Contractor / Supplier / Concessionaire shall coordinate all operations, with likely-to-be-affected CAA personnel before entry.
- 4.1.3 Prior coordination shall also be required on entering a confined space with or without a CAA employee

4.2 LOCK-OUT / TAG-OUT (WHERE APPLICABLE)

- 4.2.1 As part of CAA's Electrical Isolation / De-Isolation permit requirement, standard locks and tags are used to control the start-up of equipment that is being serviced or maintained by its employees. At no time shall the Contractor / Supplier / Concessionaire or its employees override any locks or tags that they encounter during the performance of their work.
- 4.2.2 The Contractors / Suppliers / Concessionaires are responsible for developing, implementing and maintaining their own Lock-out / Tag-out Program.
- 4.2.3 The Contractor / Supplier / Concessionaire shall submit a copy of its Lock-out / Tag-out Program to the CAA's authorized / designated official(s) before the start of any work.

4.3 GENERAL ELECTRICAL SAFETY

- 4.3.1 Temporary electrical connection(s), where required, shall be obtained from CAA as per the prescribed procedure only.
- 4.3.2 Only qualified electricians are permitted to work on electrical systems and equipment that use or control electrical / power.
- 4.3.3 Electrical tools or equipment shall not be operated in wet areas or areas where potentially flammable dusts, vapors, gases, or liquids are present, unless specifically approved.
- 4.3.4 Should a circuit breaker or other protective device "trip," it is to be ensured that a qualified electrician checks the circuit and equipment and corrects problem before resetting the breaker. Moreover, there should always be a provision for safety isolation of the circuit where needed
- 4.3.5 Barriers and post warning signs shall be erected to ensure that the non-authorized personnel stay clear of the work area.
- 4.3.6 Hazards (lack of protective guards or covers, damaged equipment, etc.) shall be reported to the CAA's authorized / designated official(s) immediately.
- 4.3.7 Electrical boxes, switch gear, cabinets, or electrical rooms shall not be left open when not directly attended.
- 4.3.8 It shall be ensured to insulate energized parts when have been removed or doors are closed. Use of cardboard, plywood or other flammable to cover energized circuits is prohibited.
- 4.3.9 Proper grounding / earthing and arc quenching, where required, shall be ensured.

4.3.10 The size of the cable / conductor should match with the actual on-site requirement.

4.4 COMPRESSED GAS CYLINDERS

The following measures must be taken for the protection of persons and property:

- 4.4.1 All the cylinders brought in by the Contractors / Suppliers / Concessionaires shall have valid test certificates performed by a certified testing agency.
- 4.4.2 Pressure and leak testing shall invariably be carried out and documented in all jobs associated with compressed gas or liquid handling.
- 4.4.3 Valve protection caps must be in place when compressed gas cylinders are transported, moved, or stored.
- 4.4.4 Cylinder valves must be closed and valve covers must be replaced when work is complete and when cylinders are empty or moved.
- 4.4.5 Compressed gas cylinders must be secured in an upright position in a welding cart or to a solid object (using chains, straps, or a rigid retaining bar).
- 4.4.6 Compressed gas cylinders must be secured on an approved carrier while being transported.
- 4.4.7 Cylinders shall be kept at a safe distance or shielded from welding or cutting operations. Cylinders shall not be placed where they can contact an electrical circuit.
- 4.4.8 It shall be ensured to keep oxygen and flammable gas regulators in proper working order and a wrench in position on the acetylene valve when in use.
- 4.4.9 If a leak develops in a cylinder and it cannot be immediately corrected, the cylinder shall be moved to a safe location outside the building / away from the location of work.
- 4.4.10 Cylinders must not be taken into or stored in confined spaces.
- 4.4.11 Empty & filled cylinders must be kept separately.
- 4.4.12 Hoses and regulators must not be stored in unventilated or closed containers or areas.

4.5 WELDING, CUTTING AND BRAZING

The Contractors / Suppliers / Concessionaires shall ensure the following:

- 4.5.1 Obtain PTW.
- 4.5.2 Inform CAA's authorized / designated official(s) prior to the start of any welding / cutting / brazing work.
- 4.5.3 Remove combustible materials from the area before beginning work.
- 4.5.4 Install anti flashback (safety / check) valves in both the oxygen / acetylene hoses at the regulator.
- 4.5.5 Shield adjacent areas with welding partitions.
- 4.5.6 Persons involved are adequately trained in using portable fire extinguishers.
- 4.5.7 Have a second person trained in basic firefighting as standby with an approved fire extinguisher for welding and cutting operations.

4.6 CRANES AND RIGGING

- 4.6.1 Each crane or hoist brought onto CAA property must have a valid inspection testing performed by a certified testing agency.
- 4.6.2 The operator is responsible for the proper placement of the crane in relationship to the load to be handled and the landing area so as to obtain the best rated lift capacity, and the installation and maintenance of crane swing radius protection.
- 4.6.3 All operators must possess a valid crane / hoist operating / driving license as applicable.

4.7 **FITNESS**

- 4.7.1 Suppliers / Contractors / Concessionaires shall ensure that all their personnel working in CAA premises are medically fit to perform their assigned tasks.
- 4.7.2 If requested by CAA, Contractors / Suppliers / Concessionaires shall provide the fitness / health certificates of their employees.

4.8 **DRIVING**

- 4.8.1 All Contractors' / Suppliers' / Concessionaires' vehicles while in CAA premises or performing CAA duties shall adhere to speed limits (applicable in that particular zone), and also comply with all other traffic and road safety regulations of CAA.
- 4.8.2 The drivers should be in possession of valid driving license.
- 4.8.3 All Contractor / Supplier / Concessionaire vehicles should have:
 - 4.8.3.1 Standard seat belts. The seat belts should be neat and clean and in proper working condition.
 - 4.8.3.2 Standard fire extinguisher.
 - 4.8.3.3 Standard first aid box.

4.9 **INDEMNITY**

Suppliers / Contractors / Concessionaires shall keep harmless and indemnify Pakistan CAA against all losses, damages, injuries, death of any person, claims, actions, third party action arising out of acts and omissions by their employees/ personnel or non-compliance with the terms and conditions as stated herein and/or any applicable laws and regulation. Contractor shall take clearance with concerned offices before handing / taking over the area to be restored on the same condition(s) as was/were before start of work (as per contract agreement).