



PAKISTAN AIRPORTS AUTHORITY

(REQUEST FOR PROPOSAL)

SERVICE LEVEL AGREEMENT (SLA)

for

**OPERATIONS & MAINTENANCE SERVICES OF
E&M FACILITIES AT QUETTA INTERNATIONAL AIRPORT (QIAP)**

Engr. Bakhtiar Khan
Divisional Engineer E/M
Quetta Div. PAA QIAP

Instructions to Bidders (IBs)

GENERAL

IB.1 SCOPE OF BID

Pakistan Airports Authority (hereinafter called “the Client”) wishes to receive proposals for the **“Service Level Agreement (SLA) for Operations & Maintenance Services of E&M Facilities at Quetta International Airport (QIAP)”** for a period of Three (03) Years, extendable to further Five (05) months, subject to satisfactory performance of Service Provider (vide **Clause-13.10 of CoC**).

IB.2 MANDATORY REQUIREMENTS

The proposal of only those bidders shall be considered, who fulfill the following mandatory requirements:

- (a) Certificate of incorporation /Memorandum & Article of Association or Partnership Deed / Sole Proprietorship etc.
- (b) Active Taxpayer Status (ATL), NTN/GST and Professional Tax Certificates.
- (c) Valid Certification/ License by the Pakistan Engineering Council (PEC) i.e. C-3/O-2 and relevant Specialization Codes i.e. ME01, ME03, EE04, EE05.
- (d) Affidavit on non-judicial stamp paper to the effect that the firm has not been blacklisted by any Government, Semi Government and Autonomous Body.
- (e) Affidavit on non-judicial stamp paper that it will pay all regulatory dues, taxes, etc. and shall abide by the minimum wage rate determined by the Federal Government.
- (f) Declaration of Beneficial Ownership Information

IB.3 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.4 CONTENTS OF BIDDING DOCUMENTS

4.1 The Bidding Documents are those stated below, and should be read in conjunction with any Addendum issued in accordance with Clause IB.5.

- | | | |
|-----|------------------------------------|----------------------------|
| (a) | Instructions to Bidders (IB) | |
| (b) | Form of Bid / Letter of Offer | (Annex “A” to IB) |
| (c) | Evaluation Criteria | (Annex “B” to IB) |
| (d) | List of Approved Banks | (Annex “C” to IB) |
| (e) | Form of Contract | |
| (f) | Conditions of Contract (CoC) | |
| (g) | Schedule of Equipment | (Ref: Schedule “A” to CoC) |
| (h) | Service Standards/ KPIs | (Ref: Schedule “B” to CoC) |
| (i) | Resource Commitment | (Ref: Schedule “C” to CoC) |
| (j) | Schedule of Prices | (Ref: Schedule “D” to CoC) |
| (k) | Form of Integrity Pact | (Ref: Schedule “E” to CoC) |
| (l) | Form of Performance Security | (Ref: Schedule “F” to CoC) |
| (m) | Addendum (if any) pursuant to IB-5 | |

4.2 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.5 AMENDMENT OF BIDDING DOCUMENTS

5.1 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.

5.2 Any addendum thus issued shall be part of the Bidding Documents pursuant to Clause IB.4 hereof, and shall be communicated in writing to all purchasers of the Bidding Documents.

5.3 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.16.

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Instructions to Bidders (IBs)

PREPARATION OF BIDS

IB.6 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.7 DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall comprise the following:

7.1 Technical Proposal (Checklist)

Sr.	Documentary Evidences	Provided = YES Not Provided = NO Not Applicable = N/A
(a)	Copy of Bid Security furnished in accordance with Clause IB.12 & IB.15. Note: The physical financial instrument shall reach the office of Divisional Engineer E&M QIAP in envelope before opening of bids.	
(b)	Certificate of incorporation / Memorandum & Article of Association or Partnership Deed / Sole Proprietorship etc. Note: Dully attested (by notary public/oath commissioner)document shall be acceptable.	
(c)	Joint Venture Agreement (if applicable). In case of foreign firm/company, Joint Venture with Pakistani firm and registration with SECP	
(d)	Active Taxpayer Status (ATL)/NTN/GST and Professional Tax Certificate. Note: Dully attested (by notary public/oath commissioner)document shall be acceptable.	
(e)	Valid Certification/ License by the Pakistan Engineering Council (PEC) i.e. C-3/O-2 and relevant Specialization Codes i.e. ME01, ME03, EE04, EE05. Note: Dully attested (by notary public/oath commissioner)document shall be acceptable.	
(f)	Documentary Evidences to establish Experience, Clients Profile, Firm Profile, Personnel Capability, Equipment Capability, Work Plan (as mentioned in Evaluation Criteria, Annex "B" to IB)	
(g)	Audited Financial Statements and Bank Statements to establish Average Annual Turnover and Average Credit Balance (as mentioned in Evaluation Criteria, Annex "B" to IB)	
(h)	Undertaking for Data Provision on non-judicial stamp paper, stating that the firm shall furnish to PAA all such information, data documentation, accounting records etc. pertaining to their operations etc. within Seven (07) days of request for the same. The firm must disclose if it is in any litigation against any of its clients.	
(i)	Undertaking on non-judicial stamp paper to the effect that the firm has not been blacklisted by any Government, Semi Government and Autonomous Body. Note: Dully attested (by notary public/oath commissioner)document shall be acceptable.	
(j)	Undertaking on non-judicial stamp paper that it will pay all regulatory dues, taxes, etc. and shall abide by the minimum wage rate determined by the Federal Government. Note: Dully attested (by notary public/oath commissioner)document shall be acceptable.	
(k)	Copy of issued RFP with each page signed / stamped by Authorized Representative of the Bidder.	
(l)	Power of Attorney in accordance with Clause IB. 14.5	
(m)	Declaration of Beneficial Ownership Information (Annex-"D" to IB)	

Note: The bidders who respond 'Yes' in all of the above requirements and provide documentary evidences in support of their 'Yes' shall be technically evaluated. The technical evaluation / marking shall be carried out according to the technical evaluation criteria attached at Annex "B" to IB. Any "No" to above checklist or 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.

Time

Instructions to Bidders (IBs)

7.2 Financial Proposal

- (a) Schedule of Prices (**Ref: Schedule "D" to CoC**) completed in accordance with Clauses IB.9 and IB.10.
- (b) Completed Form of Bid/Letter of Offer (**Annex "A" to IB**) on Company's Letter Head.
- (c) Original Bid Security furnished in accordance with Clause IB.12.

IB.8 FORM OF BID AND SCHEDULES

The bidder shall complete, sign and seal the Form of Bid and enclose information as detailed in Clause IB.7.

IB.9 BID PRICES

- 9.1 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)
- 9.2 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.
- 9.3 The cost of bid shall be inclusive of all applicable taxes (but excluding the provincial sales tax on services), regulatory payments, duties as applicable 14 days prior to the date of bid opening subject to **Clause-13.15 of CoC** and all expenses including service charges, etc, the Contract Cost shall be un-conditional and no additional amount would be included in the quoted cost at a later stage.

IB.10 CURRENCIES OF BID

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

IB.11 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.2 (a), (b) and shall have valid registration with PEC.
- (b) At least one partner of joint venture shall have PEC Category to fulfill the mandatory Requirements of Clause IB.2(c).
- (c) The cumulative impact / value(s) of experience / clients / PEC category / specialization codes shall be considered to fulfill the requirements of Evaluation Criteria, However, annual turn-over/ credit balance of lead / partner in-charge shall be considered to fulfill the requirements of evaluation criteria.
- (d) 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).
- (e) The Form of Bid, and in the case of successful bidder, the Form of Contract Agreement, shall be signed so as to be legally binding on all partners.
- (f) 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.
- (g) 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.
- (h) 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.12 BID SECURITY/EARNEST MONEY

- 12.1 Each bidder shall furnish, as part of his bid, a Bid Security amounting to **Rs. 6,000,000/-** (Six Million Rupees only)
- 12.2 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 (**Annex-"C" to IB**), in favor of "**Pakistan Airports Authority**" (subject to verification).
- 12.3 Any bid not accompanied by an acceptable Bid Security shall be rejected.

Instructions to Bidders (IBs)

- 12.4 The bid securities of unsuccessful bidders shall be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.
- 12.5 The Bid Security of the successful bidder shall be returned when the bidder has furnished the required Performance Security, pursuant to Clause IB.28 and signed the Contract Agreement, pursuant to Clause IB.29.
- 12.6 The Bid Security may be forfeited:
- (a) if a bidder withdraws his bid during the period of bid validity; or
 - (b) if a bidder does not accept the correction of bid price pursuant to clause IB 22.1
 - (c) in the case of a successful bidder, if he fails to:
 - i. furnish the required Performance Security in accordance with Clause IB.28, or
 - ii. sign the Contract Agreement, in accordance with Clause IB.29.

IB.13 VALIDITY OF BIDS

- 13.1 Bids shall remain valid for **180 days** after the date of bid opening.
- 13.2 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 compliance with Clause IB.12 in all respects.

IB.14 FORMAT AND SIGNING OF BID

- 14.1 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.
- 14.2 All Schedules to Bid are to be properly completed and signed.
- 14.3 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.
- 14.4 Each bidder shall prepare the documents comprising the bid as described in Clause IB.7.
- 14.5 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.
- 14.6 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.
- 14.7 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.15 SEALING AND MARKING OF BIDS(E-PADS)

- 15.1 The bidders are required to submit their responses through Single Stage – Two Envelopes bidding Procedure as per **PPRA Rule 36(b)**. The bid shall comprise single package, containing two separate sealed envelopes i.e. "Technical Proposal" and "Financial Proposal" in accordance with Clause IB.7.
- 15.2 All Documentary Evidences for Technical Proposal shall be uploaded in EPADS as a single pdf file, by the bidder
- 15.3 All Documents for Financial Proposal shall be uploaded in EPADS as a single pdf file, by the bidder.
- 15.4 Original Bid Security/ Earnest Money should reach office of the **Divisional Engineer E&M QIAP** before the Date and Time of Tender Opening. Failure to comply with above shall result into outright rejection of Bids.

IB.16 DEADLINE FOR SUBMISSION OF BIDS

- 16.1 The proposals shall be submitted through E-PADS only and prior to prescribed date and time only.

16.2

The Client may, at his discretion, extend the deadline for submission of bids by issuing an addendum in accordance with Clause IB.5, 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)

- 16.3 Delays in the mail, delays of person in transit, or delivery of original bid security to the wrong office shall not be accepted as an excuse for failure to deliver the Original financial instrument at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his Original Bid Security shall be accomplished either in person, by messenger or by mail.

IB.17 ALTERNATE SUBMISSIONS

- 17.1 No other methods of bid submission shall be entertained except on E-PADS. Any bid received by the Client other than E-PADS for submission of bids shall be returned unopened.

BID OPENING AND EVALUATION

IB.18 BID OPENING

A committee consisting of nominated members by the Client shall open the bids.

IB.19 CLARIFICATION OF BIDS

- 19.1 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.
- 19.2 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.

IB.20 EVALUATION CRITERIA

The criteria for assessment the responsiveness of bids is attached as Evaluation Criteria (**Annex "B" to IB**).

IB.21 TECHNICAL EVALUATION

- 21.1 Client may, at its discretion, waive any minor non-conformity or any minor irregularity in bid. This shall be binding on all competitors and Client reserves the right for such waivers.
- 21.2 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.
- 21.3 All bids fulfilling requirements mentioned in IB.20 shall be considered as technically qualified.

IB.22 FINANCIAL EVALUATION

- 22.1 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) Price not quoted against any item by any reason, shall be considered included in prices of other items and same item shall be provided/executed free of cost to client.
 - (d) Use of fluid/whito is strictly prohibited. Unit rates or total amount corrected with fluid shall be liable for rejection of bid.
- 22.2 The bidder with Lowest Total Bid Price as quoted on "Schedule of Prices" (**Ref: Schedule "D" to CoC**) shall be considered as most advantageous, hence the successful Bidder.

IB.23 PROCESS TO BE CONFIDENTIAL

- 23.1 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.
- 23.2 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.24 AWARD CRITERIA

Subject to Clause IB.26, the Client shall award the Contract to the successful in accordance to clause IB.22, provided that such Bidder has been determined to be qualified in accordance with the provisions of clause IB.21.

Instructions to Bidders (IBs)

IB.25 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.

IB.26 CLIENT'S RIGHT TO REJECT ALL BIDS

- 26.1 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.27 NOTIFICATION OF AWARD

- 27.1 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 O&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.
- 27.2 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.
- 27.3 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 or as applicable in line with IB. 12.4.

IB.28 PERFORMANCE SECURITY

- 28.1 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 **10%** 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 (**Annex-"C" to IB**), in favor of "Pakistan Airports Authority"
- 28.2 Failure of the successful bidder to comply with the requirements of Clause IB.28.1 or Clause IB.29 or Clause IB.35 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

IB.29 SIGNING OF CONTRACT

- 29.1 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 of applicable worth in line with relevant stamp duty act) is to be borne by the Successful Bidder.
- 29.2 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. However, this clause is subject to prior verification/ confirmation of Performance Security instrument (e.g. Bank Guarantee) from concerned bank.
- 29.3 The following documents shall be deemed to form and be read and construed as part of the Contract Agreement:

- Letter of Acceptance
- Completed Form of Bid/ Letter of Offer
- Form of Contract
- Conditions of Contract (CoC)
- Schedule of Equipment
- Service Standards/ KPIs
- Resource Commitment
- Schedule of Prices
- Integrity Pact
- Performance Security

(Annex "A" to IB)

(Ref: Schedule "A" to CoC)
(Ref: Schedule "B" to CoC)
(Ref: Schedule "C" to CoC)
(Ref: Schedule "D" to CoC)
(Ref: Schedule "E" to CoC)
(Ref: Schedule "F" to CoC)

ADDITIONAL INSTRUCTIONS

IB.30 INSTRUCTIONS NOT PART OF CONTRACT

Time

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.

Instructions to Bidders (IBs)

IB.31 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.32 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.33 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.34 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.35 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.

IB.36 TAX & DUTIES

- 36.1 The bidder shall be responsible for all its liabilities or obligations on account of taxes, duties (including stamp duty), charges, regulatory payments or cesses levied by the Government or any other statutory authority either on its business or the services and the documentation related thereto prevailing on 28 days prior to submission of proposals.
- 36.2 The proposals/ bids shall not include provincial sales tax on services.
- 36.3 Additional/ reduced duties, taxes and levies due to subsequent additions or changes in legislation shall be reimbursed/ deducted as per applicable provisions.

IB.37 INDEMNIFICATION

- 37.1 The Service Provider shall indemnify, protect and PAA against all claims, losses, damages, expenses, action suits and other proceedings, resulting directly or indirectly from an act or omission of the contractor, its employees, its agents, in the performance of the services provided by the contract.
- 37.2 The Service Provider shall indemnify PAA against all third-party claims, including claims of infringement of Intellectual Property Rights including but not limited to patent, trademark, industrial design rights arising from use of the goods, services or any part thereof.

IB.38 DISPUTES

In case of any difference or dispute arising between PAA and the Service Provider in respect of the interpretation, conduct or performance of any terms & conditions of the Contract, the same shall be referred to DG PAA for decision, which shall be final and binding upon both the parties to this contract. During the pendency of any dispute, the Service Provider and PAA shall continue to perform their obligations under this contract.

SIGNATURE/RUBBER STAMP OF TENDERER


Engr. Bakhtiar Khan
 Divisional Engineer E/M
 Quetta Div. PAA QIAP



Instructions To Bidders (IBs)

Annex "A" to IB

FORM OF BID / LETTER OF OFFER

Bid Reference No. _____

"Service Level Agreement (SLA) for Operations & Maintenance Services of E&M Facilities at Quetta International Airport (QIAP)"

To:

(Office of PAA)

Gentlemen,

1. 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)**.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of Rs. **6,000,000/-** (in accordance with **IB.12**), 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.13**).
4. 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.
5. We undertake, if our Bid is accepted, to execute the Performance Security (in accordance with **IB.28 of Instructions to Bidders and Section-12 of Conditions of Contract**) for the due performance of the Contract.
6. We understand that you are not bound to accept the lowest or any Bid you may receive.
7. 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.
8. 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:

(Signature) _____

(Name) _____

Address: _____

Occupation: _____

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Instructions To Bidders (IBs)

Annex “B” to IB

EVALUATION CRITERIA

SR.	CRITERIA	DESCRIPTION	MAX. MARKS
1.	Experience	Operation/ Maintenance Services for Electric Power Distribution Network/ HVAC/ Water Works/ BHS/ ASE/ BTS/ AFL/Electro-mechanical Equipment of Airport Terminal or Commercial Buildings: - For less than 03 years' experience, zero marks shall be awarded. - If bidder has provided services for minimum period of 03 years; 15 Base Marks shall be awarded - For each additional year of experience, 05 Marks shall be awarded (Maximum 20 marks can be awarded for additional experience) Note: (Copy of contract(s) to be attached. Whereas, Contract of less than one-year duration/ less than 15 Million annual worth/ before 2013; shall not be considered) OR Installation/ Testing / Commissioning/ Troubleshooting Services of Electric Power Distribution Network/ HVAC/ Water Works/ BHS/ ASE/ BTS/ AFL/Electro-mechanical Equipment of Airport Terminal or Commercial Buildings: - Company has undertaken at-least 03 projects in last 10 years with each project costing to Rs. 20 Million or above; 15 Base Marks shall be awarded otherwise Nil Marks - For each additional project of cost Rs. 20 Million or above in last 10 years, 05 Marks shall be awarded (Maximum 20 marks shall be awarded for additional projects) Note: Copy of Work Orders depicting project description and cost, Work Completion certificates to be attached	35
2.	Clients Profile	Operation/ Maintenance/ Installation/ Testing / Commissioning/ Troubleshooting Services for Electric Power Distribution Network/ HVAC/ Water Works/ BHS/ ASE/ BTS/ Electro-mechanical Equipment of Airport Terminal or Commercial Buildings: - For 02 Nos. of distinct Clients (Base Marks) = 10 Marks - For each additional distinct Client = 2.5 Marks (Maximum 05 Marks) Note: Copy of satisfactory completion certificate to be attached for substantiation.	15
3.	Firm Technical Profile	**02 Nos. BE (Mechanical / Electrical) having experience of 05 years or above = 10 Marks (05 Mark each) **05 Nos. DAE (Mechanical / Electrical) having experience 05 years or above = 10 Marks (02 Mark each) Note: **CVs and proof of current employment with company	20
4.	Average Annual Turnover	Average Annual Turn Over during last Three financial years (FY 2021 to 2024) For less than Rs.75 M = Nil Marks Equal to or greater than Rs.75 M & less than Rs.80 M = 15 Marks Equal to or greater than Rs.80 M = 20 Marks Note: Audited Financial Statements shall be submitted for substantiation	20
5.	Average Credit Balance	Minimum Average Credit Balance during last 06 months in the Company's Bank Account For less than Rs.5 M = Nil Marks Equal to or greater than 5 M & less than 6 M = 05 Marks (Base Marks) Equal to or greater than 6 M & less than 7 M = 06 Marks Equal to or greater than 7 M & less than 8 M = 07 Marks Equal to or greater than 8 M & less than 9 M = 08 Marks Equal to or greater than 9 M & less than 10 M = 09 Marks Equal to or greater than 10 M = 10 Marks (Maximum Marks) Note: Bank statement for last 6 months shall be submitted	10
Overall Score			100

The bid with Overall Score of “70 or above” including at least 15 marks out of 30 in sub-section 4 & 5 (combined), shall be considered as technically qualified (*in accordance with IB.21*).

Instructions To Bidders (IBs)

Annex “C” to IB

LIST OF APPROVED BANKS

S. NO.	NAME OF BANK
Public Sector Banks	
1	National Bank of Pakistan
2	Sindh Bank Limited
3	The Bank of Punjab
Private Sector Banks	
4	Allied Bank Limited
5	Askari Bank Limited
6	Bank Al-Habib
7	Faysal 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 & Commercial Bank of China Limited
Islamic Banks	
17	Al-Baraka Bank (Pakistan) Limited
18	Bank Islami (Pakistan) Limited
19	Dubai Islamic Bank (Pakistan) Limited
20	Meezan Bank Limited



Engr. Bakhtiar Khan
Divisional Engineer E/M
Quetta Div. PAA QIAP

Form of Contract

"Service Level Agreement (SLA) for Operations & Maintenance Services of E&M Facilities at Quetta International Airport (QIAP)"

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

BY AND BETWEEN

Pakistan Civil Aviation Authority (PCAA) having its Headquarters at Terminal-I, Jinnah International Airport Karachi, represented by **Chief Operating Officer/ Airport Manager, Quetta International Airport** 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 QIAP, 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 Quetta International Airport, Quetta 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 its 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
2. Letter of Acceptance
3. Letter of Offer

(Annex "A" to IB)


Engr. Bakhtiar Khan
Divisional Engineer E/M
Quetta Div. PAA QIAP

Form of Contract

- | | |
|---------------------------------|----------------------------|
| 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) |

In case of any conflict, the decision of Director General PCAA shall be final, conclusive and binding.

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 _____.

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 #: _____

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. **"Client"** means PAA.
- 1.2. **"PAA"** means the Pakistan Airports Authority.
- 1.3. **"APM"** means the Airport Manager of Quetta International Airport duly appointed by PAA.
- 1.4. **"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.
- 1.5. **"Services"** means operation and maintenance services for the system specified in this Contract at Quetta International Airport, Quetta.
- 1.6. **"The Service Provider"** means the O&M Contractor to whom; the Contract for provision of Operation & Maintenance Services is awarded.
- 1.7. **"Force Majeure"** means an event or circumstances beyond the control of a party which makes performance of the party's obligations illegal or impracticable.
- 1.8. **"Premises"** means the buildings, areas or places where Services are to be provided under this Contract.
- 1.9. **"Work Order"** is the written order issued by the Client (after the Contract), to the Service Provider.
- 1.10. **"Service Provider's Equipment"** is the Service Provider's machinery, apparatus, tool and plant brought temporarily to the buildings/premises/site for use during execution of Services under this Contract.
- 1.11. **"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.
- 1.12. **"Day"** means a calendar day.
- 1.13. **"Term"** means the time period of validity of Contract.
- 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. **"Authorized Officer"** means the person notified by the Client to act as the officer in-charge for ensuring uninterrupted, continuous and efficient provision of Contractual services.
- 1.16. **"Service Provider's Employee"** means the staff of the Service Provider.
- 1.17. **"Materials"** means things of all kinds (other than plants & Service Provider's Equipment) to be supplied and incorporated in the Services.
- 1.18. **"Critical Spares"** refer to only such parts of any equipment, whose defect/fault renders the sub system (as defined in "Schedule of Equipment" (**Ref: Schedule "A" to CoC**)) unserviceable/ unavailable for operations.
- 1.19. **"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).
- 1.20. **"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.
- 1.21. **"Exigency Event"** means any event of emergency, need etc. requiring additional inputs/ efforts to handle the pressure or tackle the situation.
- 1.22. **"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.
- 1.23. **"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.
- 1.24. **"System"** means all equipment defined in Schedule of Equipment (**Ref: Schedule "A" to CoC**).

2. **SCOPE OF SERVICES**

The conditions defined under this Contract shall be applicable to the “**Operations & Maintenance Services for E&M Facilities (Lighting, Electrification & Power Distribution System, Standby Power Systems, HVAC, Water Works, BHS, ASE, BTS, AFL, MT) at Quetta International Airport**” as defined in Schedule of Equipment (Ref: Schedule “A” to CoC).

3. **DESCRIPTION OF SERVICES**

3.1. **Service Standards / Key Performance Indicators (KPIs)**

3.1.1. The critical equipment / sub-systems of E&M facilities are as follows:

3.1.1.1. **Electric Power Distribution Network**

- 3.1.1.1.1. Low Voltage Switch-Boards / Main Distribution Boards / Synchronization Panels
- 3.1.1.1.2. Distribution Transformers
- 3.1.1.1.3. Overhead Distribution System
- 3.1.1.1.4. Perimeter Fence Lights and Street / Road Lights (minimum 95% Serviceability)
- 3.1.1.1.5. PTB Lighting Fixtures
- 3.1.1.1.6. LT Cable Fault (maximum allowable rectification time is 06 hours for PVC/PVC cables and 24 hours for underground cables).
- 3.1.1.1.7. Illuminated Signage (maximum allowable rectification time is 06 hours)
- 3.1.1.1.8. Miscellaneous electrical fixtures in Public Areas i.e. Ceiling Fans, Bracket Fans, Power Sockets, Switch Socket Outlets (various ratings), Electric Geysers, Hand Dryers, Internal Lighting Fixtures etc.
- 3.1.1.1.9. KNX based automatic lighting control systems

3.1.1.2. **Standby Power Systems**

- 3.1.1.2.1. Standby Diesel Generators
- 3.1.1.2.2. Uninterruptible Power Supply (UPS)
- 3.1.1.2.3. Allied power & control systems of above

3.1.1.3. **Heating, Ventilation & Air-Conditioning Systems**

- 3.1.1.3.1. AHUs
- 3.1.1.3.2. VRFs
- 3.1.1.3.3. Package-type HVAC units
- 3.1.1.3.4. DFCUs
- 3.1.1.3.5. Floor standing AC units
- 3.1.1.3.6. Split AC units
- 3.1.1.3.7. Allied HVAC ducting network, power & control systems of above

3.1.1.4. **Water Works & Allied Facilities**

- 3.1.1.4.1. Boilers
- 3.1.1.4.2. Pumps
- 3.1.1.4.3. Potable Water supply pumping units
- 3.1.1.4.4. Fire water engine/ motor/ pumps
- 3.1.1.4.5. Deep well turbines/ submersible pumping systems
- 3.1.1.4.6. Allied power & control systems of above

3.1.1.5. **Baggage Handling System**

- 3.1.1.5.1. Conveyor Belts
- 3.1.1.5.2. Check-in counters & weighing scales
- 3.1.1.5.3. Allied power & control systems of above

3.1.1.6. **Building Transport System**

- 3.1.1.6.1. Elevators
- 3.1.1.6.2. Escalators
- 3.1.1.6.3. Allied power & control systems of above



3.1.1.7. **Aircraft Stand Equipment**

- 3.1.1.7.1. Passenger Boarding Bridges (PBBs)
- 3.1.1.7.2. Ground Power Units (GPUs)
- 3.1.1.7.3. Advanced- Visual Docking & Guidance System (A-VDGS)
- 3.1.1.7.4. Allied power & control systems of above

3.1.1.8. **Airfield Lighting System**

- 3.1.1.8.1. Runway Approach Lights(13L/31R).
- 3.1.1.8.2. Runway Lights.
- 3.1.1.8.3. Taxiways Lights.
- 3.1.1.8.4. Apron Lights.
- 3.1.1.8.5. Airfield Lighting Control & Monitoring System(ALCMs)
- 3.1.1.8.6. Constant Current Regulators(CCRs)
- 3.1.1.8.7. AFL Primary/Secondary Cables Network.
- 3.1.1.8.8. Power (HT/LT) distribution Network.
- 3.1.1.8.9. Fiber Optics cables network.

3.1.1.9. **Motor Transport**

- 3.1.1.9.1. Special use vehicle
- 3.1.1.9.2. Common use vehicles

- 3.1.2. The Service Provider shall ensure operational availability of abovementioned critical equipment / sub-systems up-to minimum **99.9%** (unless specified otherwise).
- 3.1.3. The non-availability of abovementioned critical equipment / sub-systems shall be subject to deductions as specified in Service Standards / KPIs (**Ref: Schedule "B" to CoC**).

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 ten (10) 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 deploy additional resources to meet 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.
- 3.2.5. **Accommodation and Transportation of Staff:** The Service Provider shall provide safe and secure accommodation (near QIAP) and transportation to its deployed staff (to ensure smooth 24/7 airport operations), in addition to remunerations payable to its staff in line with **Clause-13.6.5 of CoC**.

3.3. Operation Services (OS)

- 3.3.1. The Service Provider shall be responsible to ensure 24/7 smooth, uninterrupted and safe operations and maintenance of the system as defined in "Scope of Services" (**Ref: Section-2 of CoC**).
- 3.3.2. The Service provider shall ensure deployment of skilled professionals/ manpower at strategic locations for smooth operations, immediate response/ activities in case of emergency and avoiding potential damage(s) to human life and equipment.
- 3.3.3. The Service Provider shall perform operation management services as per OEM recommendations/ airport applicable standards/ Operational requirements/ PPAA regulations/ Categorizations/ Interface Requirements (in case of interfaces with other systems).

3.4. Preventive Maintenance Services (PMS)

- 3.4.1. The Service Provider shall be responsible to perform preventive maintenance services for all units of the Systems as per OEM recommendations.
- 3.4.2. The Service Provider shall perform the following services (as applicable) under Preventive Maintenance scope:-

- 3.4.2.1. Inspection Services
- 3.4.2.2. Scheduled Maintenance Services (as per client's requirement)
- 3.4.2.3. Calibration/ Testing/ Analysis Services

- 3.4.3. The Service Provider shall properly record all performed services and planned shutdown (if any) with reasonable details.
- 3.4.4. The Service Provider shall render preventive maintenance services as per OEM recommendations/ airport applicable standards/ Operational requirements/ PAA regulations.
- 3.4.5. The Service Provider shall ensure arrangement, management, utilization of Standard/ special tools (calibrated as applicable) and Diagnostic instruments etc.; required for preventive maintenance.
- 3.4.6. The **minor servicing/ maintenance materials** i.e. cotton rags/ malmal cloth, samad bond, spray/ paint (for minor/localized touchups), Teflon/ HT/ Masking tape, PVC Insulation Tape (18mm x 9.14m), Polish Black (45 ml), jubilee clamp, Lock tight liquids, cable ties, brush, welding gases/ rods, cutting disks, nut/ bolt /rivet, emery paper, duster, fastener, seals, duct sealants/ pastes, silicon tubes, cable lugs/ thimbles (up-to 10mm²), heat shrinkable tubes (up-to 10mm²), shims/ spacers, connectors, Cartridge Fuse (up-to 32 Amps), glint, kerosene/ thinner (for minor applications) & expanding foam (for minor insulation applications), tool/kit for tire puncture rectification, for required for maintenance shall be arranged by the Service Provider (within 24-hours of requirement). The **cost of standards consumables** is deemed to be covered in Contract Cost.
- 3.4.7. The space for stock maintenance/ workshop shall be provided by the Client.
- 3.4.8. The Service Provider shall also be responsible to arrange necessary technical support from various systems OEMs (as and when required) for Preventive Maintenance; without any additional cost to the Client.

3.5. Corrective Maintenance Services (CMS)

- 3.5.1. The Service Provider shall be responsible to perform corrective maintenance services for all units of the Systems.
- 3.5.2. The Service Provider shall perform the following services under Corrective Maintenance scope:-
 - 3.5.2.1. Software faults diagnosis and remedial actions including re-installation of software/ parameters.
 - 3.5.2.2. Fault diagnosis and localizing/tracing of faulty parts/ components/ segments.
 - 3.5.2.3. The repair of faulty parts through
 - 3.5.2.3.1. Applicable industrial/ machining processes i.e. welding/ riveting/ jointing/ alignment/ greasing/ lubrication, turning, drilling & facing etc. using standard machines/ tools..
 - 3.5.2.3.2. Optical Fiber Splicing
- 3.5.3. The corrective maintenance services beyond the scope of section 3.5.2 above shall be arranged by the Client.
- 3.5.4. Replacement of faulty parts (spare parts/ materials beyond this Contract scope shall be provided/ arranged by the Client).
- 3.5.5. The Service Provider shall render corrective maintenance services as per OEM recommendations/ airport applicable standards/ Operational requirements/ PAA regulations/ Engineering Practices.
- 3.5.6. The Service Provider shall ensure arrangement, management, utilization of standard/special fault diagnosis/tracing tools (calibrated as applicable), and equipment/ machinery, air compressor with storage tank, hydraulic jack (50ton), nitrogen gas cylinders (for leak testing) and refrigerant storage cylinders, instruments, software required for corrective maintenance.
- 3.5.7. Service Provider shall seek prior approval of the Client to carry out any material maintenance activity.
- 3.5.8. The Service Provider shall also be responsible to arrange necessary technical support from local representative of various systems OEMs (as and when required) for Corrective Maintenance; without any additional cost to the Client.

3.6. Complaints Management Services

- 3.6.1. The Service Provider shall ensure provision of quality services to concerned stakeholders and customers (both internal and external).

- 3.6.2. Complaints from customers/ stakeholders shall be properly recorded and remedial actions shall be taken as early as practicable.
- 3.6.3. Complaints 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. Operations Logbooks/ sheets.
 - 3.7.1.2. Duty Rosters.
 - 3.7.1.3. Attendance/ Leave Record.
 - 3.7.1.4. Annual & Monthly Maintenance Planner.
 - 3.7.1.5. Preventive Maintenance reports of the following services (as applicable):-
 - 3.7.1.5.1. Inspection Services
 - 3.7.1.5.2. Scheduled Maintenance Services (as per client's requirement)
 - 3.7.1.5.3. Calibration/ Testing/ Analysis Services
 - 3.7.1.6. Corrective Maintenance reports with breakup of activities.
 - 3.7.1.7. Complaint Logs with remedial measures and rectifications.
 - 3.7.1.8. Breakdown events and downtimes.
 - 3.7.1.9. Changes/ updates in the technical information/ configurations/ logics/ software/ parameters of the system or any of its components.
 - 3.7.1.10. Incident/Accident occurrence.
- 3.7.2. Any other records deem necessary/ required by the Client.
- 3.7.3. 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 record, thus developed, shall become property of the Client upon expiry/termination of the Contract.
- 3.7.4. The Client shall provide available OEM manuals, technical data, and drawings to the Service Provider. However, in case of any additional information or technical support (from relevant OEMs), required for the system/ equipment 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 system 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 operations and maintenance shifts. The Service Provider Manager shall be available as 24 hour On-Call back up outside of normal office hours, with maximum of 15 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 unserviceabilities/ operational issues at any time. The Service Provider shall inform the Client regarding preventive maintenance activities and any planned shutdown of the facility/ equipment.
- 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.
- 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 card appropriately during duty timings for identification.
- 3.8.9. In case of any fault/ failure, the response time for the deployed manpower at the airport for accessing the site and attending the fault shall not exceed 15 minutes. The rectification shall not exceed 30 minutes (*or rectification time specified otherwise*) (if alternate/stand-by system is not available) or exceed 60 minutes (*or rectification time specified otherwise*) (if alternate/stand-by system is available), provided that the fault is rectifiable at site.
- 3.8.10. The Service Provider shall devise a mechanism to keep himself continuously informed about the operational status/ performance/ efficiency of all equipment 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.
- 3.8.12. The Client shall provide scissor lift (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.
- 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 Client shall provide transport facility to Service Provider within Airport's Airside premises only.

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:
 - 4.1.1. The R/M Works (in addition to those already mentioned under Preventive and Corrective Maintenance Services scope of this Contract).
 - 4.1.2. To mitigate such an emergency situation, which may result in hampered/ceased airport operations or fatal to human life/equipment (**Ref: Section-13.16 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:
 - 4.3.1. Technical Proposal; comprising need analysis, scope of services, software/programming/automation and controls requirements, integration with existing system, interfaces with other systems, delivery period, warranty and defect liability coverage (as applicable).
 - 4.3.2. Financial Proposal; comprising rate analysis (of all services, materials, parts, labour etc.) 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:
 - 4.4.1. 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.
 - 4.4.2. 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 prevailing market rates.
 - 4.4.3. 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, QIAP** to the Service Provider.
- 4.6. The Service Provider shall deliver the Services and the same shall be verified by the Client.
- 4.7. The Service Provider shall claim the cost of Variation Order in succeeding Monthly Bill(s) as "Variations".

5. SATISFACTORY PERFORMANCE

- 5.1. Subsequent upon completion of each Month, Satisfactory Performance Certificate shall be issued by the E&M Section, 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. OTHER PENALTIES

- | | | |
|------|---|----------------------------|
| 6.1. | Non-availability of uniform/ Airport Entry Pass | Rs. 500 / Day / Individual |
| 6.2. | Misconduct / criminal/ illegal activity at site | Rs. 5,000 / Day / Event |
| 6.3. | Maintenance delays due to non-availability of tools/ Minor servicing/ maintenance materials (as per Clause-3.4 and 3.5) | Rs. 1,000 / Day / Item |
| 6.4. | Non-compliance to Documentation Management | Rs. 1,000 / Day / item |

Conditions of Contract (CoC)

6.5.	provisions (defined under Clause-3.7 of CoC) Unsafe working / violation of HSE Manual / Non-availability of Reflective Vests/ PPEs	Rs. 1,000 / Day / Event
6.6.	Ab-initio non-provision of manpower/ non-provision of substitute manpower after (07) days	Rs. 2,500 / Day / Individual
6.7.	Absence without Replacement	Rs. 1,500 / Day / Individual

7. **LIQUIDATED DAMAGES**

Liquidated damages (for loss suffered by the PAA) shall be recovered by the Client for the following: -

- 7.1. Non execution / improper / unsatisfactory execution of Services shall be subject to imposition of Liquidity Damages @ Rs. 10,000/- per day per violation.
- 7.2. 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 O&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-13.18.1.4 of CoC**). In such circumstances all ongoing defects / un-serviceabilities 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.
- 7.3. The abovementioned Liquidated Damages cumulative amounts shall not exceed the maximum limit of 10% of the Contract Price, during currency of the Contract.

8. **TAXES**

- 8.1. 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 the Government or any other authority either on his business or the Services and the documentation related thereto.
- 8.2. The Client may deduct applicable Government taxes (excluding Provincial Sales Tax on services) and any other amounts from the monthly bill or any other payable invoices of the Service Provider as required by applicable laws.
- 8.3. Any additional or reduced duties, taxes and levies resulting from subsequent changes or addition to the legislation shall be re-imbursed or deducted in accordance with the conditions of contract.

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:
 - 9.2.1. Deductions against Service Standards/ KPIs (**Ref: Clause-3 of CoC**)
 - 9.2.2. Other Penalties (**Ref: Clause-6 of CoC**)
 - 9.2.3. Liquidated Damages (**Ref: Clause-7 of CoC**)
 - 9.2.4. Taxes (**Ref: Clause-8 of CoC**)
- 9.3. Payment Shall be made as per schedule of prices within 15 days of the receipt of invoice by client, submitted by the service provider, for the services completed during the previous month against satisfactory performance certificate signed by the client's authorized official(s) stating that the services have been satisfactory rendered.
- 9.4. The payment of consumables shall be released on as per actual consumption during the billing month which may vary from estimated monthly quantities. However, total annual consumption of consumables should remain within the defined annual quantities of consumables (**Ref: List of Consumables under Schedule "D" to CoC**).

10. SYSTEM TAKE-OVER BY SERVICE PROVIDER

- 10.1. The Client shall formulate "System Hand-Over Report", stating serviceability/operational availability of all sub-systems as mentioned in "**Schedule of Equipment**" (**Ref: Schedule "A" to CoC**) at the time of hand-over to the Service Provider.

11. SYSTEM TAKE-OVER BY CLIENT

- 11.1. Consequent upon expiry/termination of the Contract, the Client shall generate "System Take-Over Report" stating serviceability/operational availability of all sub-systems as mentioned in "**Schedule of Equipment**" (**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 "System Take-Over Report", before take-over by the Client.
- 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-13.10 of CoC**).

13. GENERAL CONDITIONS

13.1. 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.

13.2. Priority of Contract Documents

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

13.3. Communications, Law & Language of the Contract

- 13.3.1. 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.
- 13.3.2. The language of the Contract is English.
- 13.3.3. The law governing the Contract is the relevant law of Islamic Republic of Pakistan.
- 13.3.4. 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.

13.4. Services

- 13.4.1. Services under this Contract include operations, maintenance, close monitoring and management services of the complete system and equipment.
- 13.4.2. The services shall be rendered in accordance with Client requirements, industry best practices and adequate standards of health and safety.
- 13.4.3. 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:
- 13.4.3.1. Applicable PAA's Rules, Regulations, Policies & Procedures:
 - 13.4.3.2. ICAO Standards & Recommended Practices
 - 13.4.3.3. IATA Standards & Recommended Practices
 - 13.4.3.4. PAA's Occupational Health, Safety & Environment Policies
 - 13.4.3.5. PAA's Advisories, Orders & Instructions
 - 13.4.3.6. Security, Traffic and Parking Requirements

13.4.3.7. Safety Procedures including Hazardous Materials and Material Safety etc.

13.5. Service Timings

- 13.5.1. The Service Provider is required to ensure 24/7 smooth operations of the system during currency of the Contract including holidays, and keep serviceable for its intended operational use.
- 13.5.2. The Service Provider is required to ensure that roster, shift timings and manpower deployment at specified operational locations on round the clock basis shall be strictly followed.
- 13.5.3. 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.

13.6. Responsibilities of the Service Provider

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

- 13.6.1. Execution of the services in context with the Contract.
- 13.6.2. To deploy such staff which is competent and bearing good moral character.
- 13.6.3. 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.
- 13.6.4. 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.
- 13.6.5. 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 **EOBI, Social Security and insurance**. The Service Provider shall ensure compliance of minimum wage rates to its staff as announced by the **GoP** at the time of submission of bid. Any subsequent increase in minimum wage rates by GoP shall also be complied by the service provider, however, in this case, the increased amount shall be paid by PAA in monthly bills in accordance with clause 13.15.6.
- 13.6.6. Ensure that all the applicable regulatory requirements/ labor laws are fully met and accordingly indemnify the Client against any claims with regards to above.
- 13.6.7. To arrange, bring at site and keep in working order, the equipment necessary to carry on his job under the Contract.
- 13.6.8. 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. Uniforms shall be neat & clean during any time while performing the services as per the Contract.
- 13.6.9. To provide replacement in case the existing resource/ staff deployed for the performance of the services is not available.
- 13.6.10. To obtain all permits, NOCs (No-Objection Certificates), Contracts, certificates or registrations etc. that may be required to perform the Services under this Contract.
- 13.6.11. 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 Client for record & reference and meeting the airport security needs.
- 13.6.12. 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.
- 13.6.13. To submit report about the resource's shortfall during the service month.
- 13.6.14. 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.
- 13.6.15. 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.
- 13.6.16. 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.

- 13.6.17. 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.
- 13.6.18. 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.
- 13.6.19. 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.
- 13.6.20. 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.
- 13.6.21. 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.

13.7. 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:

- 13.7.1. 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.
- 13.7.2. 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.
- 13.7.3. 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.
- 13.7.4. Any third-party claims including claims of infringement of patent, trademark, and industrial design arising from use of the good or any part thereof.
- 13.7.5. Any Government Permits, Contracts, Certificates etc. that may be required for performing the services contemplated under the Contract.
- 13.7.6. 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.
- 13.7.7. 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.

13.8. Service Provider's Warranties

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

- 13.8.1. It has the requisite experience, power and authority to perform the services pursuant to the Contract Agreement.
- 13.8.2. It holds expertise and authority to carry out the Services.
- 13.8.3. It shall employ competent, skilled, qualified human resources to carry out the Services.
- 13.8.4. Service Provider's staff deployed to carry out Services has neither criminal record nor engages in criminal/ illegal activity.
- 13.8.5. Service Provider shall not act in a way which is prejudicial to the Client's interests or business;
- 13.8.6. The Services shall be fit for the express or implied purposes for which supplied.
- 13.8.7. 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.
- 13.8.8. Any breach by Service Provider, constitutes a material breach of the Contract condition and may lead towards cancellations (**Ref: Section-13.18.1.1 of CoC**). In addition to Client's rights under the Contract, the Client shall be entitled to require Service Provider to

- 13.8.8.1. Remedy the breach at its cost; or
- 13.8.8.2. Pay for it to be remedied; or
- 13.8.8.3. Repay all amounts already paid for the defective Services.

13.9. Client's Warranties/ Covenants:-

The Clients warrants that: -

- 13.9.1. The APM shall appoint a representative to supervise the activities of the service provider.
- 13.9.2. The APM or his appointed representative (communicated in writing) shall act as the focal person on behalf of the client.
- 13.9.3. The APM or his appointed representative shall provide the right of access to and possession of all parts of the work site to the service provider.
- 13.9.4. If requested by the Service Provider, APM or his appointed representative shall provide reasonable assistance to service provider so as to allow performance of its activities/ duties.
- 13.9.5. Client's personnel shall reasonably cooperate with the service provider in discharge of its duties/ obligations
- 13.9.6. All other provisions stated in relevant clauses of this contract shall be adhered to.

13.10. Contract Period/Term & Extensions

- 13.10.1. Duration of this Contract shall be **Three (03) Years**, extendable for further Five (05) months.
- 13.10.2. 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.
- 13.10.3. 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.
- 13.10.4. 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.

13.11. Access to the Buildings/ Premises & Stores

- 13.11.1. 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.
- 13.11.2. 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.

13.12. Instructions-Inspections and Audits

- 13.12.1. 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.
- 13.12.2. 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.

13.13. Identification & Correction of Defects

- 13.13.1. 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.
- 13.13.2. Consequent to the inspection; if deemed necessary, the Client shall serve a written **Defect Notice** to the Service Provider regarding the defect/ unserviceabilities/ poor performance of equipment, facility or systems identified during the inspection.
- 13.13.3. 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 (**Ref: Section-7 of CoC**). 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.

- 13.13.4. 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-13.18.1.2 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.

13.14. Payments to the Service Provider

- 13.14.1. The payments shall be made to the Service Provider on monthly basis after adjustment of any claims against the Service Provider (**Ref: Section-9 of CoC**).
- 13.14.2. The Client shall release payments within 15 days of the receipt of monthly invoice of service provider as per schedule of prices against certificate signed by the client's authorized official(s) stating that the services have been satisfactory rendered.
- 13.14.3. Payment against consumables provided in schedule of prices (**Ref Schedule "D" to CoC**) shall be made on measurement basis.

13.15. Currency, Tax, Price Adjustments

- 13.15.1. Payments shall be made in Pak. Rupees, only.
- 13.15.2. All applicable taxes (excluding provincial sales tax on services) shall be deducted by the Client at source unless a tax exemption certificate is submitted by the Service Provider.
- 13.15.3. 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.
- 13.15.4. Relevant taxes shall be deducted as per the prevailing applicable rates at the time of release of payments to the Service Provider.
- 13.15.5. Adjustment in Contract Price shall be made in case of increase in rate of applicable taxes during the period of Contract except social security and EOBI charges.

Revision of Minimum Wage Rates: -

- 13.15.6. Price adjustment shall also be allowed for revision of minimum wage rates by the Federal Government. Such adjustment shall be implemented from the effective date of revision of minimum wages duly notified by the concerned department. Service provider may claim the financial difference against each such employee who was drawing salary less than the latest revised minimum wage rate prior to issuance of notification. The amount to be claimed by the service provider against such individual employee shall be calculated as follows: -

$$\text{Price Adjustment} = \text{Revised Minimum Wage} - \text{Existing salary of the Employee}$$

Total price adjustment for a month to be claimed by the Service Provider shall be equal to the arithmetic sum of price adjustment for individual employees whose salaries are required to be increased after issuance of revised minimum wage rate. PAA shall process the claim of Service provider after verification / validation of documentary evidence in respect of all such individuals.

Note: - No increase/ Price adjustment shall be allowed for such employees who were already drawing a salary equal to or greater than the revised minimum wage rate.

13.16. 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. The Client shall make an additional payment to the Service Provider on the basis of quoted rates under "**Variations**" (**Ref: Section-4 of CoC**).

13.17. Service Provider's Risks

- 13.17.1. 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.
- 13.17.2. 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.

13.18. Termination of the Contract

13.18.1. 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: -

- 13.18.1.1. The Service Provider materially or consistently breaches the Contract (**Ref: Section-13.8.8 of CoC**); or
- 13.18.1.2. The number of warnings/ notices furnished by the Client reaches the upper limit (**Ref: Section-13.13.4 of CoC**); or
- 13.18.1.3. Service Provider suffers (or is likely to suffer) an insolvency event or, undergoes a material change in its management, ownership or control; or
- 13.18.1.4. In case relevant Clause of Liquidated Damages (**Ref: Section-7.2 of CoC**) is invoked; or
- 13.18.1.5. At any time, subject to at least 30 days' notice.

13.18.2. 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-13.10.4 of CoC**), it shall have to intimate the Client at least 120 days before the expiry of the Contract.

13.19. Payments upon Termination

13.19.1. 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.

13.19.2. However, in case of defective services rendered, settlement shall be made as defined in relevant Sections of CoC.

13.20. Force Majeure & Release from Performance

13.20.1. "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 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.

13.20.2. 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.

13.21. 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.

13.22. Early Warnings by the Service Provider

13.22.1. 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.

13.22.2. The Client shall evaluate and decide the corrective measure to be adopted as soon as reasonably possible.

13.22.3. If the Service Provider fails to give an early warning without any justified reason, it shall be held responsible for all the consequences thereof.

13.23. Completion & Experience Certificate

13.23.1. 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.

13.23.2. The Client shall provide an Appreciation/ Experience Certificate to the Service Provider on its written request after successful completion of the Contract validity Term.

13.24. Confidentiality

13.24.1. 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.

13.25. Independent Service Provider

13.25.1. 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.

13.25.2. 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.

13.25.3. 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).

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

13.26.1. The Service Provider shall deploy Site Manager, who shall be available during office hours as Service Provider's Site Representative.

13.26.2. The Site Manager shall transmit/ receive the letters/correspondence on behalf of the Service Provider.

13.26.3. 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.

13.26.4. 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.

13.27. Declaration

13.27.1. 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.

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

- 13.27.3. 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.
- 13.27.4. Unless expressly provided, no term of this Contract is enforceable by any third party.
- 13.27.5. 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.
- 13.27.6. 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.
- 13.27.7. The mutual rights and obligations of the Client and the Service Provider shall be as set forth in the Contract, in particular:-
- 13.27.7.1. 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.
- 13.27.7.2. 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.
- 13.27.7.3. **The Service Provider shall provide the Services during the period commencing day of _____, 20 ____.**

Schedule "A" to CoC

SCHEDULE OF EQUIPMENT

The Schedule of Equipment (as elaborated hereunder) is as per the currently installed systems/ equipment. Minor changes may occur in the schedule of equipment during currency of the contract. The Service Provider shall be bound to extend its Services for prevailing Schedule of Equipment without claiming additional cost.

SECTION-A: LIGHTING, ELECTRIFICATION & POWER DISTRIBUTION SYSTEM

(01 Job)

SR. NO.	SYSTEM DESCRIPTION
1.	<u>Sub system-I</u> <u>Terminal Building Lighting, Electrification and Power Distribution System</u> 04 Nos. MV (11kV) VCB Panels 03 Nos. Oil filled Distribution Transformers 1000 kVA each 01 Nos. Oil filled Distribution Transformers 25 kVA 24 Nos. LT Switching Panels / Switchgears consisting of Generator Sync., Power Factor Improvement (PFI), LT incoming/ outgoing, Gen. Incoming and Bus coupling panels. 06 Nos. Electric rooms consisting of LT Distribution panels/ boards & Sub-Boards cumulatively 34 Nos. approximately. 03 Nos. Motor Control Centre (MCC) rooms with 05 Nos. MCC panels. - Signages PTB = 66 Nos. approximately - Lighting Fixtures = 1718 Nos. approximately (ranging from 03 – 400 watts) - Electric Geysers = 14 Nos. (storage type of various capacities) - Hand Dryers = 38 Nos. approximately - Lightening Protections & Earthing Systems = 17 Nos. approximately - HT and LT cables Incoming & Outgoing (various sizes) - Ceiling Fans, Bracket Fans, Power Sockets, Switch Socket Outlets (various ratings) - KNX based Automatic Light Control System (ALCS), all integration/ interfaces with other systems and allied equipment. 178 Nos. Street / Road Lighting with allied cable network 71 Nos. Perimeter fence security lights with allied cable network. 33 Nos. Aircraft Bay flood lights and 06 Nos. apron signologies. 01 No. Hydraulic Barriers (Electrical Scope) 97 No. Illuminated Exit boards. 26 No. False ceiling fan of 2x2 (Rated Capacity: 85 watts) 30 No. (Approximately) Flood lights on boundary.
2.	<u>Sub System-II</u> <u>Vault room stations Electrification and Power Distribution System</u> 02 Nos. MV (11kV) VCB Panels. 02 Nos. Oil filled Distribution Transformers 300 kVA each. 12 Nos. LT Switching Panels / CCR consisting of Generator Sync, LT incoming/ outgoing, Gen. Incoming and Bus coupling panels. 06 Nos. Electric rooms consisting of LT Distribution panels/ boards & Sub-Boards cumulatively 08 Nos. approximately. - Lighting Fixtures = 130 Nos. approximately (ranging from 03 – 07 watts). 04 Nos. Flood lights with allied cable network. - Lightening Protections & Earthing Systems = 04 Nos. Approximately. - HT and LT cables Incoming & Outgoing (various sizes) . 11 Nos. Ceiling Fans (Power capacity 85 watt). 02 Nos. Exhaust Fans (Power capacity 35 watt).

Engr. Bakhtiar Khan

Schedule "A" to CoC

SCHEDULE OF EQUIPMENT

SR. NO.	SYSTEM DESCRIPTION
3.	<u>Sub system-III</u> <u>Nav- Aids Buildings Lighting, Electrification and Power Distribution System</u> - Nav-Aids power transformers 25 kVA each (03 nos.) - Lighting Fixtures = 30 Nos. approximately (ranging from 03 – 400 watts) - Lightening Protections & Earthing Systems = 05 Nos. approximately - HT and LT cables Incoming & Outgoing (various sizes) - Power Sockets, Switch Socket Outlets (various ratings) 15 Nos. Perimeter fence security lights with allied cable network.
4.	<u>Sub system-IV</u> <u>Residential and Allied Offices/ Buildings Lighting, Electrification & Power Distribution System</u> - Lighting Fixtures = 285 Nos. approximately (ranging from 03 – 100 watts) - Electric Geysers = 19 Nos. (storage type of various capacities) - HT and LT cables Incoming & Outgoing (various sizes) - Ceiling Fans, Bracket Fans, Power Sockets, Switch Socket Outlets (various ratings)

SECTION-B: STANDBY POWER SYSTEMS

(01 Job)

SR. NO.	SYSTEM DESCRIPTION
1.	<u>Sub System-I</u> <u>Terminal Building & AFL Vault stations Standby Power Systems (Generators)</u> 02 No. Diesel Gen-set (Rated Capacity: 550 kVA) 02 No. Diesel Gen-set (Rated Capacity: 500 kVA) 02 No. Diesel Gen-set DDUPS (Rated Capacity: 250 kVA, at VS1,VS2) - All Allied Systems installed with above stated Gen-sets such as grounding pits, power cables, fuel tanks, fuel transfer system, battery chargers and batteries etc. <u>Terminal Building & AFL Vault stations Standby Power Systems (UPS)</u> 02 Nos. Uninterruptable Power Supply (UPS) system (Rated Capacity: 20 kVA) 02 Nos. Uninterruptable Power Supply (UPS) system (Rated Capacity: 15 kVA) 04 Nos. Uninterruptable Power Supply (UPS) system (Rated Capacity: 10 kVA) 02 Nos. Uninterruptable Power Supply (UPS) system (Rated Capacity: 01 kVA, at VS1,VS2) - All Allied Systems installed with above stated UPSS such as distribution boards and control.
2.	<u>Sub system-II</u> <u>Nav- Aids Facilities Standby Power Systems (Generators)</u> 01 No. Diesel Gen-set (Rated Capacity: 25 kVA) 01 No. Diesel Gen-set (Rated Capacity: 27 kVA) 02 No. Diesel Gen-set (Rated Capacity: 30 kVA) - All Allied Systems installed with above stated Gen-sets such as grounding pits, power cables, fuel tanks, fuel transfer system, battery chargers and batteries etc.

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Schedule "A" to CoC

SCHEDULE OF EQUIPMENT

SECTION-C: HEATING, VENTILATION & AIR-CONDITIONING (HVAC)

(01 Job)

SR. NO.	SYSTEM DESCRIPTION
1.	<u>Sub system – I</u> <u>Terminal Building HVAC system including AHUs, DFCUs, VRFs, split Units and fresh air/ exhaust fans</u> <u>Air Handling Units (AHUs) and allied equipment/ facilities</u> 03 nos. AHUs, Make: GREE (08 tons capacity each) 06 nos. AHUs, Make: GREE (16 tons capacity each) 05 nos. AHUs, Make: GREE (17 tons capacity each) - All allied accessories, piping/ ducting network, electric power/ control panels, softwares/ applications of abovementioned systems inclusive. <u>Package-type units and allied equipment/ facilities</u> 01 no. package-type units, Make: SITAL KALIMA (08 tons capacity) 04 nos. package-type units, Make: SITAL KALIMA (12 tons capacity) 01 no. package-type units, Make: SITAL KALIMA (13 tons capacity) 01 no. package-type units, Make: SITAL KALIMA (15 tons capacity) 01 no. package-type units, Make: SITAL KALIMA (16 tons capacity) 05 nos. package-type units, Make: SITAL KALIMA (17 tons capacity) 03 nos. package-type units, Make: SITAL KALIMA (22 tons capacity) - All allied accessories, piping/ ducting network, electric power/ control panels, softwares/ applications of abovementioned systems inclusive. <u>Variable Refrigerant Flow (VRF) units and allied equipment/ facilities</u> 02 nos. VRF units, Make: GREE (06 tons capacity each) 01 no. VRF units, Make: GREE (08 tons capacity) 03 nos. VRF units, Make: GREE (10 tons capacity each) 01 no. VRF units, Make: GREE (13 tons capacity) - All allied accessories, piping/ ducting network, electric power/ control panels, softwares/ applications of abovementioned systems inclusive. <u>Duct Fan Coil Units and allied equipment</u> 04 nos. DFCUs Make: GREE (08 tons capacity each). - All allied accessories, piping/ducting network, tanks, electric power/ control panels, softwares/ applications of abovementioned systems inclusive. <u>Cassette Type HVAC units (01 JOB)</u> 18 nos. Cassette Type Units Make: Midea (04 tons capacity each). <u>Water Dispensers</u> 10 nos. drinking Water Dispensers, Make: Homage/ Orient/ PEL (6.8 Gl capacity each) <u>Circular Duct Exhaust Fans</u> 01 no. Circular Duct Exhaust Fans, Make: SASA (100 CFM capacity each) 01 no. Circular Duct Exhaust Fans, Make: SASA (400 CFM capacity each) 01 no. Circular Duct Exhaust Fans, Make: SASA (600 CFM capacity each) 07 nos. Circular Duct Exhaust Fans, Make: SASA (650 CFM capacity each) 02 nos. Circular Duct Exhaust Fans, Make: SASA (1000 CFM capacity each) 01 no. Circular Duct Exhaust Fans, Make: SASA (1550 CFM capacity each) - All allied accessories, piping/ducting network, tanks, electric power/ control panels, softwares/applications of abovementioned systems inclusive.

Schedule "A" to CoC

SCHEDULE OF EQUIPMENT

SR. NO.	SYSTEM DESCRIPTION
	Floor Standing AC units 11 nos. Floor standing AC units, Make: Haier (4 ton capacity each) 05 no. Floor standing AC units, Make: Haier (2 ton capacity each) - All allied accessories, piping/ ducting network, electric power & control panels/ wiring, softwares/ applications of abovementioned systems inclusive. Split AC units 54 nos. Split AC units, Make: GREE (1 ton capacity each) 11 nos. Split AC units, Make: GREE (1.5 ton capacity each) 01 nos. Split AC units, Make: Kenwood (2 ton capacity each) 10 nos. Split AC units, Make: Haier (1 ton capacity each) - All allied accessories, piping/ ducting network, electric power & control panels/ wiring, softwares/ applications of abovementioned systems inclusive. Heat recovery Ventilation (Fresh & Exhaust Air) Fans 06 no. HRV Fans, Make: GREE (1117 CFM, 1168 CFM, 3400 CFM and 3166 CFM) - All allied accessories, electric power & control panels/ wiring, softwares/ applications of abovementioned systems inclusive. Fresh Air Ventilation Fans 04 no. Fans, Make: SASA (1500 CFM each installed at Generator room) Smoke Exhaust Fans 04 no. Fans, Make: SASA (6250 CFM each) Air curtains 24 no. air curtains, Make: Acson (3 feet each)
2.	<u>Sub system-II</u> <u>Airfield Lifhting Buildings(VS 1 & VS 2) HVAC system</u> 08 nos. Split AC units, Make: GREE (2 ton Capacity Each) 02 nos. Split AC units, Make: GREE (1 ton Capacity Each) All allied accessories, piping/ ducting network, electric power & control panels/ wiring, softwares/ applications of abovementioned systems inclusive.
3.	<u>Sub system-III</u> <u>Nav- Aids Buildings HVAC system</u> 09 nos. Split AC units, Make: General/ Haier/ GREE/Midea (1.5 ton capacity each) 02 nos. Split AC units, Make: GREE (2 ton capacity each) - All allied accessories, piping/ ducting network, electric power & control panels/ wiring, softwares/ applications of abovementioned systems inclusive.

Schedule "A" to CoC

SCHEDULE OF EQUIPMENT

SR. NO.	SYSTEM DESCRIPTION
4.	<u>Sub system-III</u> <u>Residential and allied buildings HVAC system</u> 02 nos. floor standing AC units, Make: Acson (4 tons capacity each installed in Masjid) 02 Nos. window type AC units, Make: Gree (1.5 tons installed in Sr. officers Mess) 01 Nos. Split AC unit, Make: Kenwood (2 tons installed in Sr. officers Mess) 01 No. window type AC units, Make: General (1.5 tons installed in E&M Complaint room) 01 No. window type AC units, Make: Sharp (1.5 tons installed in Sr. Supdt. Civil office) 01 No. Split Type AC units, Make: Haier (1 ton installed in imam e masjid room) 01 nos. Split AC units, Make: GREE (1.5 ton capacity installed in APM House) 02 nos. Split AC units, Make: GREE (1 ton capacity installed in APM House) 02 nos. Split AC units, Make: GREE (1 ton capacity installed in Civil Works section) 01 no. Split AC units, Make: GREE (1.5 ton capacity installed in MI room) 01 no. Split AC units, Make: Panasonic (0.7 ton capacity installed in Assistant supply office) 01 no. Split AC units, Make: General (2 ton capacity installed in DE Civil office) 01 no. Split AC units, Make: General (3 ton capacity installed in DE E&M office) 03 nos. Split AC units, Make: Haier (1 ton capacity each installed in new offices beside E&M complaint room) 04 nos. 01 no. Split AC units, Make: Haier/ GREE/PEL (1.5 ton capacity various other offices) 07 nos. drinking Water Dispensers, Make: Homage/ Orient/ PEL (6.8 Gl capacity each) - All allied accessories, piping/ ducting network, electric power & control panels/ wiring, softwares/ applications of abovementioned systems inclusive.

SECTION-D: WATER WORKS AND FIRE-FIGHTING SYSTEMS

(01 Job)

SR. NO.	SYSTEM DESCRIPTION
1.	<u>Sub system – I</u> <u>Water Works</u> <u>Pump Room</u> 02 nos. boilers, Make: Alarko (600,000 kCal/ H and 450,000 kCal/H each) 02 nos. Inline circulation pumps, Make: Alarko (50 GPM & 176 GPM each) 02 nos. Centrifugal pumps, Make: KSB (45 GPM each) 03 nos. Centrifugal pumps, Make: KSB (165 GPM each) 02 Nos. pressure boosting pump, Make: Alarko (240 GPM each) 02 nos. water transfer pumps, Make: KSB (180 GPM each) - All allied accessories, piping/ducting, electric power/ control panels/ wiring, sensors/ transducers/ switches, software/applications of abovementioned systems inclusive. <u>Fire Pump Room</u> 01 no. diesel engine fire pump, Make. Bristol (500 GPM) 01 no. electric motor fire pump, Make: Bristol (500 GPM) 01 no. Electric jockey fire pump, Make: Bristol (03 Hp) - All allied accessories, piping/ducting, electric power/ control panels/ wiring, sensors/ transducers/ switches, software/applications of abovementioned systems inclusive.

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Schedule "A" to CoC

SCHEDULE OF EQUIPMENT

SR. NO.	SYSTEM DESCRIPTION
	<u>Tube-well Rooms</u> 02 nos. deep well submersible motor-pump assembly (25 Hp) 03 nos. deep well submersible motor-pump assembly (7.5 Hp) 02 nos. centrifugal pumps Make: KSB (5 Hp each) 02 nos. centrifugal pumps Make: KSB (10 Hp each) - All allied Electro-mechanical equipment/ systems including but not limited to piping, pumps, motors, electrical and control panels and softwares. <u>Fire Station</u> 02 nos. centrifugal pumps Make: Siemens (10Kw each) 01 nos High speed motor Make: Golden pumps (0.5Hp each) 01 nos Reciprocating pump Make: Golden pumps (2Hp each) <u>High Pressurized HDPE/PPR/GI Pipeline</u> 06 no. Fire Hydrants, Make Bristol (02 Way) - PPR/GI Pipeline Make: PakArab (Size 02inch to 04inch) - Gate Valve, NRV, Ball valves, Motorized Valve, Safety's - Fire HDPE/GI pipeline Make: PakArab (160mm) - Fire HDPE/GI fittings Make: PakArab (160mm) - Fire Cabinets/Breechings, Make Bristol (02 to 04 way)

SECTION-E: BAGGAGE HANDLING SYSTEM (BHS)

(01 Job)

SR. NO.	SYSTEM DESCRIPTION
1.	<u>Sub system - I</u> <u>Conveyor belts</u> 02 nos. endless conveyor belts, Make: Fabricon (01 no. u-shaped and 01 no. L-shaped) 02 nos. endless conveyor belts, Make: Akhtar Engineering (both u-shaped) 11 nos. mini weighing scale belts, Make: Fabricon 11 nos. mini baggage transfer belts, Make: Fabricon 01 no. baggage collection straight belt, Make: Fabricon 01 no. baggage transfer straight belt, Make: Fabricon 11 nos. mini weighing scale belts, Make: Akhtar engineering 01 no. baggage collection straight belt, Make: Akhtar engineering 01 no. baggage transfer straight belt, Make: Akhtar engineering 01 no. FeedIn Mini Conveyor Belt 03 no. tyre killer 01 no. hydraulic road blocker - All allied Electro-mechanical equipment/ systems including but not limited to, motors, gear box, electrical and control panels/ wiring and software of above-mentioned systems.
2.	<u>Sub system-II</u> <u>Weighing scales</u> 11 nos. weighing scales allied displays, Make: Fabricon 11 nos. weighing scales allied displays, Make: Akhtar Engineering - All allied Electro-mechanical equipment/ systems including but not limited to interfaces, electrical and control panels/ wiring and software of above-mentioned systems.

Schedule "A" to CoC

SCHEDULE OF EQUIPMENT

SECTION-F: BUILDING TRANSPORT SYSTEM (BTS)

(01 Job)

SR. NO.	SYSTEM DESCRIPTION
1.	<u>Sub system - I</u> <u>Escalators</u> 02 nos. escalators, Make: Sigma 02 nos. escalators, Make: Hyundai 01 no. Step Cleaning machine, Make: Karcher - All allied interfaces, Electro-mechanical facilities, software of above-mentioned systems are inclusive.
2.	<u>Sub system-II</u> <u>Elevators</u> 02 nos. elevators, Make: Sigma 02 nos. elevators, Make: Hyundai - All allied interfaces, Electro-mechanical facilities, software of above-mentioned systems are inclusive.

SECTION-G: AIRCRAFT STAND EQUIPMENT (ASE)

(01 Job)

SR. NO.	SYSTEM DESCRIPTION
1.	<u>Sub system - I</u> <u>PBBs, GPUs & A-VDGS</u> 02 nos. Passenger Boarding Bridges (PBBs), Make: JBT 04 Nos. Ground Power Units (GPUs), Make: Axa-Power, Rated Capacity: 90 kVA 02 Nos. Advanced Visual Docking & Guidance System (A-VDGS), Make: Safegate 02 Nos. Hatch pit APSS units make: CAVOTEC 01 No. Scissor lift make: XCMG - All allied interfaces, Electro-mechanical facilities, software are inclusive.

SECTION-H: AIRFIELD LIGHTING SYSTEM (AFL)

(01 Job)

SR. NO.	ELECTRICAL AND AFL SYSTEMS DESCRIPTION
1.	<u>Sub System – I (AFL System at RWY-13L/31R)</u> (01 Job) - Elevated Approach lights (13L) 100 Nos. - Inset Approach centerline and cross bar lights (13L) 72 Nos. - Inset Approach side row barret lights (13L) 54 Nos. - Approach Flashing (Sequence Flashers) Lights (13L) 21 Nos. - Approach Flashing Lights Control unit (13L) 01 Set - Approach Flashing Lights Power Distribution Box (13L) 01 Set - Elevated Stop-way Lights (13L) 14 Nos. - Elevated Runway End Identification Lights (13L / 31R) 04 Nos. - Control Units of REILs (13L / 31R) 02 Nos. - Power Distribution Boxes for REILs (13L / 31R) 02 Nos. - Inset Runway Threshold Lights (13L) 12 Nos. - Inset Runway Threshold/ End Lights (13L/ 31R) 12 Nos. - Elevated Turn-pad Lights (13L/ 31R) 16 Nos. - Elevated PAPI Lights (13L/ 31R) 08 Nos. - Elevated Runway Edge Lights 104 Nos. - Inset Runway Edge Lights 16 Nos. - Inset Touchdown Zone Lights (13L) 180 Nos.

Schedule "A" to CoC

SCHEDULE OF EQUIPMENT

SR. NO.	ELECTRICAL AND AFL SYSTEMS DESCRIPTION
	- Inset Runway Centerline Lights 121 Nos. - Elevated Taxiway Stop-Bar lights 12 Nos. - Inset Taxiway Stop-Bar Lights 28 Nos. - Elevated Taxiways/ Apron Edge Lights 70 Nos. - Wind Direction Indicators 02 Nos. - Runway/ taxiway Sign boards 39 Nos. - Elevated Approach lights (31R) 103 Nos. - Inset Approach centerline and cross bar lights (31R) 17 Nos. - Elevated Stop-way Lights (31R) 14 Nos. - Inset Runway Threshold Lights (31R) 12 Nos. - Inset Taxiway Lead ON/ OFF lights (K / L) 42 Nos. - Inset Taxiway Centerline Lights (K / L) 12 Nos. - Automatic Lighting Control & Monitoring System (ALCMS) 01 Set - Constant Current Regulators (CCR – 5 kVA) 08 Nos. - Constant Current Regulators (CCR – 7.5 kVA) 08 Nos. - Constant Current Regulators (CCR – 10 kVA) 02 Nos. - Constant Current Regulators (CCR – 15 kVA) 04 Nos. <u>Allied equipment/Interfaces</u> All allied primary/ secondary cables, fiber optics cable network transformer housings & shallow bases, cable route markers, isolating transformers, fixtures, assembly (parts of assembly), Earthing electrodes along-with pits, control & monitoring system and AFL associated equipment, software, programs are inclusive.

SECTION-I: MOTOR TRANSPORT (MT)

(01 Job)

SR. NO.	SYSTEM DESCRIPTION
1.	<u>Sub system - I</u> Specialist Vehicles and its Allied Equipment) (01 Job) - Fire Crash Tender Barracuda 03 Nos. - Fire Crash Tender Oshkosh Striker 01 No. - Runway Sweeper 01 No. - Water Bowzer 04 Nos. - Tractor MF260 01 No. - Ambulance 02 Nos. - Allied Equipment such as Pneumatic Compressors / Hydraulic Jacks etc. 02 Job. - Domestic Fire Tender 01 No
2.	<u>Sub system - II</u> <u>Light Transport Vehicles (LTVs)</u> (01 Job) - Hilux Double Cabin, Make: Toyota (01 No. Lakpass & 01 No. Quetta) 02 Nos. - Hilux Single Cabin, Make: Toyota 03 Nos. - Cultus, Make: Suzuki 02 Nos. - Bolan Van, Make: Suzuki 02 Nos. - Ravi Pickup, Make: Suzuki 02 Nos. - Jimny Jeep, Make: Suzuki 01 No. - Bike 150CC 01 Nos. - Bike 70CC 03 Nos.

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Schedule "B" to CoC

SERVICE STANDARDS / KPIs

The Critical Equipment / sub-systems of E&M facilities are as follows:

- **Lighting, Electrification & Power Distribution System**
 - 11 kV VCB Panels & allied MV (11kV) cable network
 - Power Transformers (11kV / 400V) & allied MV/ LV cable network
 - Synchronization Panels/ LV (ACB) Panels (Gen. Take off / Commercial)
 - Main Distribution Boards/ Switch-Boards
 - LV Cable Network
 - Perimeter Fence Lights and Street / Road Lights (minimum 90% Serviceability)
 - PTB Lighting Fixtures (minimum 90% serviceability)
- **Standby Power Systems**
 - Standby Diesel Generators
 - Dynamic Diesel Uninterruptible Power Supply (DDUPS) Systems
 - Uninterruptible Power Supply (UPS) System
- **Heating, Ventilation & Air-Conditioning (HVAC) Systems**
 - AHUs
 - VRFs
 - Package-type HVAC units
 - DFCUs
 - Floor standing / Cassette type AC units
 - Split AC units (Min 90% serviceability)
- **Water Works & Fire-fighting Systems**
 - Boilers
 - Pumps
 - Potable Water supply pumping units
 - Fire water engine/ motor/ pumps
 - Deep well submersible pumping systems
 - Centrifugal pumping units
- **Baggage Handling System**
 - Conveyor Belts
 - Check-in counters & weighing scales
 - Road Blocker
- **Building Transport System**
 - Elevators
 - Escalators
- **Aircraft Stand Equipment**
 - Passenger Boarding Bridges (PBBs)
 - Ground Power Units (GPUs)
 - Advanced- Visual Docking & Guidance System (A-VDGS)
- **Airfield lighting System (AFL)**
 - Approach/Runway/Taxiways lights (serviceability as per runway category & ICAO recommendations)
 - Airfield Lighting Control & Monitoring System(ALCMs)
 - Constant Current Regulators(CCRs)
 - AFL Primary/Secondary Cables Network.
 - Fiber Optics cables network.
- **Motor Transport**
 - Special use Vehicles & its allied equipment.
 - Common use Vehicles.

Schedule "B" to CoC
SERVICE STANDARDS / KPIs

Sr. No.	Critical Equipment (with downtime)	Unit Rate (PKR)	Total No. of Days in Billing Month	Total Downtime (HOURS)	Operational Availability (%)	Deduction Factor (%)	Downtime Deduction (PKR)
	(A)	(B)	(C)	(D)	(E) = $100 \times [1 - \{D / (C \times 24)\}]$	(F)	(G) = $[B \times F / 100]$
1.							
2.							
3.							
TOTAL DOWNTIME DEDUCTION (PKR) to be reflected in Payment Mechanism (Ref: Section-9 of CoC)							
In case of below 91.0% continuous Operational Availability; maximum "Downtime Deduction" shall be applied.							

NOTES:

- **Column "A":** Insert equipment with downtime (Provided; under-mentioned Column "D" conditions are satisfied).
- **Column "B":** Insert Unit Rate as mentioned in Schedule of Prices (**Schedule "D" to CoC**).
- **Column "C":** Insert total number of days in the Billing Month e.g. 28/ 29/ 30/ 31.
- **Column "D":** Insert total number of hours during which the equipment remained unavailable for operations. Provided that; the sub-system un-availability for the following reasons shall not be included in Downtime:
 - Downtime of less than 10 minutes duration with following sequence of events:
 - Fault occurrence in the sub-system (either due to system's internal malfunctioning or external factors such as power outage/disruption etc.)
 - Response by the Service Provider to attend the fault.
 - Operational availability of stand-by/alternate arrangement (if applicable).
 - Fault diagnosis/rectification/sub-system re-setting etc.
 - Confirming serviceability/ operational availability of the sub-system.
 - Downtime (planned) for Preventive Maintenance Activities (**Ref: Section-3.3 of CoC**).
 - Downtime (of less than 30 minutes) for Corrective Maintenance Services (**Ref: Section-3.4 of CoC**). Provided that; stand-by/alternate arrangement is not available. In case the Service Provider takes more than 30 minutes (unless specified otherwise) to rectify the fault, then total downtime (including initial 30 minutes) shall be considered.
 - Downtime (of less than 60 minutes) for Corrective Maintenance Services (**Ref: Section-3.4 of CoC**). Provided that; stand-by/alternate arrangement is available. In case the Service Provider takes more than 60 minutes (unless specified otherwise) to rectify the fault, then total downtime (including initial 60 minutes/ or specified otherwise) shall be considered for deductions.
 - Downtime due to such breakdown of the sub-system, whose rectification involves spares provision from Client.
- Notwithstanding, recurring downtime events (of less than 10 minutes duration) occur twice or more within 24 hours; cumulatively impact of downtime shall be considered.
- **Column "E":** Determine "Operational Availability" of each sub-system (with downtime).
- **Column "F":** Insert "Deduction Factor" corresponding to determined "Operational Availability" from the following table:

Schedule "B" to CoC
SERVICE STANDARDS / KPIs

Sr. No.	Operational Availability (%)	Deduction Factor (%)
1.	99% - 99.9% (99.9% exclusive)	0.5
2.	98% - 99% (99% exclusive)	1.0
3.	97% - 98% (98% exclusive)	1.5
4.	96% - 97% (97.% exclusive)	2.0
5.	95% - 96% (96% exclusive)	2.5
6.	94% - 95% (95% exclusive)	3.0
7.	93% - 94% (94% exclusive)	3.5
8.	92% - 93% (93% exclusive)	4.0
9.	91% - 92% (92% exclusive)	4.5
10.	Below 91%	5.0

- **Column "G":** Determine "Downtime Deduction" for each equipment/ sub-system and "Total Downtime Deduction" for subsequent subtraction from Monthly Bill (**Ref: Section-9 of CoC**).

Schedule "C" to CoC

SCHEDULE OF MINIMUM RESOURCE COMMITMENT

A. LIGHTING, ELECTRIFICATION & POWER DISTRIBUTION SYSTEM

SR. NO.	DESIGNATION	QUALIFICATION	EXPERIENCE/ CERTIFICATIONS	NOS.
1	Electrical Engineer	- BE/BS (Electrical Engineering) - Registered with PEC	03 years in installation/ testing/ commissioning/ O&M of Power Generation Systems/ Power Distribution Networks, LT / HT Panels, Transformers, Generators.	1
2	Electrical Supervisor	3 years D.A.E (Electrical)	03 years O&M experience in large power distribution networks	1
		Matriculate	05 years O&M experience in large power distribution networks	
3	Electrician	Matriculate	03 years on O&M of electrical power systems at airports, shopping malls, hospitals, large hotels etc..	6
4	Asstt. Electrician	Matriculate	02-years relevant experience on electrical systems.	4
Sub Total				12

B. STANDBY POWER SYSTEMS (SPS)

SR. NO.	DESIGNATION	QUALIFICATION	EXPERIENCE/ CERTIFICATIONS	NOS.
1	Gen-sets Supervisor	3 years D.A.E (Electrical)	03 years O&M experience on 250 kVA & above power Gen-sets	1
		Matriculate	05 years O&M experience on 250 kVA & above power Gen-sets	
2	UPS Technician	3 years DAE (Electrical/ Electronics)	03 years O&M experience on O&M of 10 KVA and above capacity UPS.	1
		Matriculate	05 years O&M experience on O&M of 10 KVA and above capacity UPS.	
3	Generator Electrician/ Mechanic	Matriculate	03 years on O&M of diesel generators of 250 KVA and above capacity.	6
4	Asstt. Generator Mechanic	Matriculate	02-years relevant experience on electrical systems.	2
Sub Total				10

Time

Schedule "C" to CoC

SCHEDULE OF MINIMUM RESOURCE COMMITMENT

C. HEATING, VENTILATION & AIR-CONDITIONING (HVAC) SYSTEM

SR. NO.	DESIGNATION	QUALIFICATION	EXPERIENCE/ CERTIFICATIONS	NOS.
1	HVAC Lead Engineer	- BE/BS (Mech. Engineering) - Registered with PEC	03-years in operation/ maintenance/ installation/ testing/ commissioning of central HVAC Systems i.e. Chiller/ Cooling Tower/ Air Handling Units etc.	1
2	HVAC Supervisor	3 years DAE Diploma (HVAC/ RAC)	03-years in the Installation/ Operation/ Maintenance of central HVAC system (AHUs, Roof-top Package Units, Chillers)	1
		Matriculate	05-years in the Installation/ Operation/ Maintenance of central HVAC system (AHUs, Roof-top Package Units, Chillers)	
3	HVAC Technician	Matriculate	03-years in the Installation/ Operation/ Maintenance of central HVAC system (AHUs, Roof-top Package Units, Chillers)	4
4	Asstt. HVAC Technician	Matriculate	02-years in the O&M of small/ medium HVAC Systems such as split (wall mounted/ floor standing/ cassette) units, VRF systems etc.	6
Sub Total				12

D. WATER WORKS & FIRE-FIGHTING SYSTEM

SR. NO.	DESIGNATION	QUALIFICATION	EXPERIENCE/ CERTIFICATIONS	NOS.
1	Water Works Supervisor	3 years DAE Diploma (Mechanical / HVAC)	03-years in the O&M of large gas, diesel fired water heaters/ boilers.	1
		Matriculate	05-years in the O&M of large gas, diesel fired water heaters/ boilers, water pumps & allied controls.	
2	Boiler Technician	Matriculate	03-years in the O&M of large gas, diesel fired water heaters/ boilers.	2
3	Motor-Pumps Technician	Matriculate	03-years in the O&M of diesel engine & electrical motor firefighting pumps and associated control monitoring equipment.	1
4	Plant Operator	Matriculate	02-years in the operation of Boilers, pressurized water system & submersible pumps etc.	4
5	Plumber	Matriculate	03-years in the operation/maintenance of pressurized water lines/system.	2
Sub Total				10

Schedule "C" to CoC

SCHEDULE OF MINIMUM RESOURCE COMMITMENT

E. BAGGAGE HANDLING SYSTEM (BHS)

SR. NO.	DESIGNATION	QUALIFICATION	EXPERIENCE/ CERTIFICATIONS	NOS.
1	Mechanical Supervisor	B-Tech/DAE Diploma (Mechanical)	03-years in operation/ maintenance/ installation/ testing/ commissioning of conveyor belts, escalators, elevators or similar other mechanical equipment.	1
2	BHS Mechanic	3 years DAE Diploma (Mechanical)	03-years in operation/ maintenance/ installation of conveyor belts.	4
		Matriculate	05-years in operation/ maintenance/ installation of conveyor belts	
3	Asstt. BHS Mechanic	Matriculate	02-years in operation/ maintenance of baggage Handling system / conveyor belts at airports or factories.	8
Sub Total				13

F. BUILDING TRANSPORT SYSTEM (BTS)

SR. NO.	DESIGNATION	QUALIFICATION	EXPERIENCE/ CERTIFICATIONS	NOS.
1	BTS Mechanic	3 years DAE Diploma (Mechanical)	03-years in operation/ maintenance/ installation/ testing/ commissioning of escalators, elevators	2
		Matriculate	05-years in operation/ maintenance/ installation/ testing/ commissioning of escalators, elevators	
2	Asstt. BTS Mechanic	Matric	02-years in operation/ maintenance of escalators/ elevators at airports or factories.	4
Sub Total				6

Schedule "C" to CoC

SCHEDULE OF MINIMUM RESOURCE COMMITMENT

G. AIRCRAFT STAND EQUIPMENT (ASE)

SR. NO.	DESIGNATION	QUALIFICATION	EXPERIENCE/ CERTIFICATIONS	NOS.
1	ASE Lead Engineer	- BE/BS (Electrical/ Mechanical Engineering) - Registered with PEC	3-years in operation/ maintenance/ installation/ testing/ commissioning of PBBs / AVDGS / APSS	1
2	ASE Supervisor	3 years D.A.E (Mechanical)	03 - years in operation/ maintenance/ installation/ testing/ commissioning of PBBs / AVDGS / APSS	1
		Matriculate	05 - years in operation/ maintenance/ installation/ testing/ commissioning of PBBs / AVDGS / APSS	
3	PBB Technician	Matriculate	03-years on the O&M of PBBs. Knowledge of PLC, Sensors, Switches, Electrical Motors, etc. is mandatory.	2
4	Asstt. PBB Technician-cum-Operator	Matriculate	02-years on the O&M of PBBs. PBB Solo Operator certification / license / categorization from PAA / Airports Authority(mandatory)	8
5	Electrical Technician	Matriculate	03-years on the O&M on Safegate AVDGS / APSS or in relevant field	1
6	GPU Electrician-cum-Operator	Matriculate	02-years on O&M of GPU of any reputable make.	4
Sub Total				17

H. AIRFIELD LIGHTING SYSTEM(AFL)

SR. NO.	DESIGNATION	QUALIFICATION	EXPERIENCE/ CERTIFICATIONS	NOS.
1	AFL Lead Engineer	BE/BS (Electrical Engineering)	3-years in operation/ maintenance/ installation/ testing/ commissioning of AFL Systems or similar electrical automation and control system	1
2	AFL Supervisor	3 years D.A.E (Electrical/Electronics)	03 - years in operation/ maintenance/ installation/ testing/ commissioning of AFL Systems and similar electrical automation/control system.	2
		FSc(Pre-Engineering)	05 - years in operation/ maintenance/ installation/ testing/ commissioning of AFL Systems and similar electrical automation/control system.	
3	AFL Electrician/Technician	Matriculate	03-years on the O&M of AFL System. Hands on experience in fault diagnoses & rectification, cable jointing and similar electrical works	6
4	Asst AFL Technician	Matriculate	02-years on the O&M of AFL System. Hands on experience in fault diagnoses & rectification, cable jointing and similar electrical works	4
Sub Total				13

Schedule "C" to CoC

SCHEDULE OF MINIMUM RESOURCE COMMITMENT

I. MOTOR TRANSPORT (MT)

SR. NO.	DESIGNATION	QUALIFICATION	EXPERIENCE/ CERTIFICATIONS	NOS.
1	SVMT Supervisor	DAE (Mechanical / Auto)	03- years in maintenance of Specialist Vehicles. The individual must possess hands-on expertise in fault diagnosis/ troubleshooting of faults.	1
2	Auto Mechanic	Matriculate	03 - years experience in maintenance/ overhauling of engine of common/ general purpose vehicles .	2
3	Auto Electrician	Matriculate	03 - years experience in maintenance/ overhauling of electrical scope of common/ general purpose vehicles.	1
4	Driver HTV	Middle	03- years experience in driving of HT vehicles having valid computerized HTV driving license.	3
5	Driver LTV	Middle	03- years experience in driving of LTV vehicles having valid computerized HTV driving license..	10
Sub Total				17

* 02-Nos to be deployed at SSR/ EVHF station Lakpass. Conveyance to/ from SSR/ EVHF station Lakpass shall be provided by the client .

Schedule "D" to CoC

SCHEDULE OF PRICES

A) O&M Services Monthly Cost

S #	Item Description / Sub-system	Unit	Qty.	Unit Rate (PKR)		Monthly Cost (PKR)
				(In figures)	(In Words)	(C = A x B)
			(A)	(B)		
1	O&M services Cost for Lighting, Electrification & Power Distribution System (Ref Schedule of Equipment: Section-A)	Job	01			
2	O&M services Cost for Standby Power System (Ref Schedule of Equipment: Section-B)	Job	01			
3	O&M services Cost for HVAC system (Ref Schedule of Equipment: Section-C)	Job	01			
4	O&M Services Cost for Water Works & Firefighting System (Ref Schedule of Equipment: Section-D)	Job	01			
5	O&M Services Cost for BHS (Ref Schedule of Equipment: Section-E)	Job	01			
6	O&M Services Monthly Cost for BTS (Ref Schedule of Equipment: Section-F)	Job	01			
7	O&M Services Cost for ASE (Ref Schedule of Equipment: Section-G)	Job	01			
8	O&M Services Cost for AFL (Ref Schedule of Equipment: Section-H)	Job	01			
9	O&M Services Cost for MT (Ref Schedule of Equipment: Section-I)	Job	01			
Total O&M Services Monthly Cost (A)						

Schedule "D" to CoC

SCHEDULE OF PRICES

B) Consumables Monthly Cost

S #	Description	Qty. Per Month	Unit Rate (PKR)		Monthly Cost (PKR)
			(In figures)	(In Words)	
			(A)	(B)	(C = A x B)
1.	Termination kit 185mm ² , XLPE, 11kV, Single Core Make: 3M, Raychem or equiv.	1 Nos.			
2.	AFL Primary connection kit (receptacles) Rated: 5KV/25A Make: ADB safe gate, EFLA oy or equiv.	02 Nos.			
3.	AFL Secondary connection kit (plug and socket) Rated: 600V/20A Make: ADB safe gate, EFLA oy or equiv.	02 Nos.			
4.	Refrigerent R-22 Make: Honeywell, Daikin or equiv.	03 Kgs			
5.	Refrigerent R-32 Make: Honeywell, Daikin or equiv.	03 Kgs			
6.	Refrigerent R-410 Make: Honeywell, Daikin or equiv.	05 Kgs			
7.	Filter Driers Make: Emerson or equiv.	02 Nos.			
8.	Compressor Oil (SL-68/32) Make: Suniso or equiv.	03 litres			
9.	Relay (08 Pin, 40.52) Rated: 220V, Make: Finder or Equiv.	02 Nos.			
10.	Fan Belts Size: 35-45, Cog Belt type Make: As per standard	02 Nos.			
11.	WD-40 Multi-use (440 ml) Make: WD-40 or equiv.	10 Nos.			
12.	Contact Cleaner (500 ml) Make: WD-40, CRC or equiv.	10 Nos.			
13.	Degreaser (500 ml) Make: WD-40, CRC or equiv.	10 Nos.			
14.	Sikaflex Sealant (600 ml) Make: Sikaflex or equiv.	5 Nos.			

Schedule "D" to CoC

SCHEDULE OF PRICES

S #	Description	Qty. Per Month	Unit Rate (PKR)		Monthly Cost (PKR)
			(In figures)	(In Words)	
		(A)	(B)		(C = A x B)
15.	Grease (NLGI 2/3) Make: Shell, Caltex, Total or equiv.	10 Kgs			
16.	Dry Lube/ Lubrication spray (500 ml) Make: WD-40, CRC or equiv.	5 Nos.			
17.	Lubrication oil (15W-40)/(20W-50) Make: Delo-Gold or equiv.	20 Ltrs			
18.	Gear Oil(75W/80)/(75W/90) Make: LiquiMoly, Caltex or equiv.	01 Litrs			
19.	Break Fluid(Dot3/Dot4)(400ml) Make: LiquiMoly,Guard or equiv.	01 Nos.			
Total Consumables Monthly Cost (B)					

Schedule "D" to CoC

SCHEDULE OF PRICES

ABSTRACT OF COST

O&M Services Monthly Cost	(A)	=	_____	(PKR)
Consumables Monthly Cost	(B)	=	_____	(PKR)
Total O&M Services Monthly Cost	(A+B)	=	_____	(PKR)

BID PRICE

Contract Cost = Total O&M Services Monthly Cost x 36

Contract Cost = _____ *(In Figures)*

_____ *(In Words)*

Note:

- Service Provider shall include in the Contract Cost all expenses associated with this Contract including but not limited to wages, regulatory payments, all applicable taxes (but excluding Provincial Sales Tax on services), EOBI, Social Security, Uniform, Conveyance, Service Charges, tools, standard consumables etc. (as defined in Conditions of Contract). Subject to Clause-13.14 of CoC, the Contract Cost shall be unconditional and no additional amount would be included in the quoted cost at a later stage.
- In case of consumables, cost quoted for different sub-systems is different for the same item, the rate shall be corrected to lowest quoted rate.

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:

For and on behalf of Service Provider:

Name: _____
Designation: _____
Signature: _____

[Seal]

Name: _____
Designation: _____
Signature: _____

[Seal]

(Schedule "F" to CoC)

FORM 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 Operations & Maintenance Services of E&M Facilities at Quetta International Airport (QIAP)".

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-12 of CoC** are fulfilled.

(Schedule "F" to CoC)

FORM OF PERFORMANCE SECURITY

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 defences 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 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:

1. _____

Corporate Secretary (Seal)

2. _____

(Name, Title & Address)

Signature _____

Name _____

Title _____

Corporate Guarantor (Seal)


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Note: Wherever the word "Pakistan Civil Aviation Authority (PCAA)" is mentioned in this section of the document, it shall be read, interpreted, treated and dealt as "Pakistan Airports Authority (PAA)"



HSE MANUAL FOR CAA CONTRACTORS, SUPPLIERS & CONCESSIONAIRES

MANUAL


Engr. Bakhtiar Khan
Divisional Engineer E/M
Quetta Div. PAA QIAP

VERSION : 2.0
DATE OF IMPLEMENTATION : 15-03-2017
OFFICE OF PRIME INTEREST : Directorate of Safety & Quality Management System (SQMS)

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ACRONYMS

ATS	AIR TRAFFIC SERVICE(S)
CAA	CIVIL AVIATION AUTHORITY
CARs	CIVIL AVIATION RULES
CAAF	CIVIL AVIATION AUTHORITY FORM
CAAO	CIVIL AVIATION AUTHORITY ORDER
DMR	DEPUTY MANAGEMENT REPRESENTATIVE
HQCAA	HEADQUARTER CIVIL AVIATION AUTHORITY
HSE	HEALTH SAFETY ENVIRONMENT
IAR	IMPROVEMENT ACTION REPORT
IMS	INTEGRATED MANAGEMENT SYSTEM
MR	MANAGEMENT REPRESENTATIVE
PPE	PERSONAL PROTECTIVE EQUIPMENT
PTW	PERMIT TO WORK
EMS	ENVIRONMENTAL MANAGEMENT SYSTEM
ISO	INTERNATIONAL ORGANIZATION FOR STANDARDIZATION
LOTO	LOCK-OUT TAG-OUT
LPG	LIQUID PETROLEUM GAS
MNL	MANUAL
MSDS	MATERIAL SAFETY DATA SHEET
NEQS	NATIONAL ENVIRONMENTAL QUALITY STANDARDS
OH&SMS	OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM
OPI	OFFICE OF PRIME INTEREST
QMS	QUALITY MANAGEMENT SYSTEM
SMS	SAFETY MANAGEMENT SYSTEM
TQM	TOTAL QUALITY MANAGEMENT



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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.



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- 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:
- Working procedures
 - Risk / impact assessment of the job
 - Requirements of transporting carrier, machinery / equipment and tools
 - Handling / packaging identification requirements
 - Information about the product composition
 - Compliance to the related Safety, Health & Environment procedures for performing the activity
 - Usage of Personal Protective Equipment (PPE)
 - Competence / training requirements of workers
 - Handling and disposal of waste, etc
 - The need to obtain Permit To Work (PTW), where required
 - Emergency procedures
 - Accident / incident reporting
 - 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:
- Controls to prevent HSE risks
 - Contractor equipment for appropriateness
 - Compliance of work procedures
 - Waste Disposal & Record keeping


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- 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).



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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.


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- 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.



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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.
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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.


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