



PAKISTAN AIRPORTS AUTHORITY

BOQ

CONTRACT DOCUMENTS

NAME OF WORK: - REPAIR / MAINTENANCE OF BUNGALOW NO. C-8 AT PAA COLONY JIAP, KARACHI

3rd Edition

A. Memorandum of Running Bills

| S.No. | Amount | Dated Initial of Personnel Account |
|-------|--------|------------------------------------|
| | | |

B. Memorandum of Extension of Time

| S.No. | From | To | Dated Initial of Personnel Account |
|-------|------|----|------------------------------------|
| | | | |

PAKISTAN AIRPORTS AUTHORITY

پاکستان ایئرپورٹس اتھارٹی

1. Pakistan Airports Authority (PAA) invites bids in accordance with PPRA Rule No. 36(a) under the **Single Stage Single Envelope Procedure** for the following work:

| S. No. | Name of Work | Bid Security | Date and Time of Submission | Date and Time of Opening |
|--------|---|--------------|----------------------------------|--------------------------|
| a) | REPAIR & MAINTENANCE OF BUNGALOW NO. C-08 AT PAA COLONY JIAP, KARACHI | Rs. 80,000/- | Before 11:00 AM 02-03-2026 | 11:30 AM 02-03-2026 |

Terms & Conditions:

Terms & Conditions:

2. Bid documents, including the method of procurement, detailed terms, and conditions, are available on the PPRA-EPADS System at <https://eprocure.gov.pk>.
3. To participate in the tender process, bidders must submit the following mandatory documents:
 - a. Valid registration with the Federal Board of Revenue (FBR) and listing on the Active Taxpayer List (ATL).
 - b. updated Pakistan Engineering Council (PEC) registration in Category C-6 for the current year.
 - c. A valid Professional Tax Certificate.
 - d. Copy of CNIC of the owner(s).
 - e. Original bid, bid security in hard form on due date & time.
 - f. Affidavits confirming:
 - Ownership of the firm. (on stamp paper of Rs. 200/-)
 - No blacklisting & Details of pending litigation, if any. (on stamp paper of Rs. 500/-)
4. Bid security must be submitted in the form of a Pay Order / Bank Draft from any scheduled bank, drawn in favor of **"Pakistan Airports Authority"**. The Bidders must submit their bids, bid security, and mandatory documents electronically through the PPRA EPADS Web Portal (<https://eprocure.gov.pk>) before the submission deadline. The original bid, bid security & above mentioned affidavits in 3 (f), must be submitted in person to the office of the Divisional Engineer Civil-II, JIAP, on the due date and time.
5. PAA reserves all rights to accept or reject any or all the tenders as per PPRA rules.
6. Pay orders, bank drafts, or any other financial instruments submitted by bidders and contractors as tender cost, earnest money, bid security, or bank guarantees, if found fake or dishonored by the issuing bank or financial institution at any pre- or post-contract stage, will result in blacklisting and legal action as per the law of the land.

Divisional Engineer ES (Civil-II)

Jinnah Annexe, JIAP, Karachi

☎ 021-99072852

www.paapakistan.com.pk

(i)

1. Issued to M/s.....
.....
with specification and sheets of drawings.....Attached.
2. Date and time of Receipt of Tenders 11:00 AM.....
3. Date and time of opening of Tenders..... 11:30 AM.....
4. Place of submission of Tenders... **OFFICE OF THE DIVISIONAL ENGINEER
ES (CIVIL-II) JIAP Karachi**
5. Cost of Tender Document Via Epads.



Senior Works Engineer

INSTRUCTIONS FOR BIDDERS

- 1) All bidders should quote rates both in words and figures, also submit **Rs. 80,000/-** amount of earnest money in separate envelope.
- 2) All bidders are requested to submit bid document complete with drawings, specifications etc. and to sign all Pages of the Documents.
- 3) Those who are unable to bid should return complete bid documents on the date of opening of the tender.
- 4) The validity of quoted rates for acceptance by the competent authority will be 120 (One Hundred Twenty) days from the date of opening the tender.
- 5) This _____ book contains _____ number of pages.
- 6) Tender / Bid shall be rejected due to ambiguous cutting / over writing / illegal words / figures in tender.

(ii)

DECLARATION

“IT IS HEREBY SOLEMNLY AFIRMED AND DECLARED THAT WE/I HAVE RETIRED FORM PAA IN THE CAPACITY OF _____BEFORE TWO YEARS AND THAT NO SERVING OR RETIRED EMPLOYEE WHO HAS NOT COMPLETED TWO YEARS AFTER RETIREMENT FROM PAA HAS BEEN EMPLOYED FOR THE CONTRACTING BUSINESS BEING TRANSACTED UNDER STYLE AND TITLE

_____ IT IS HERBY FURTHER UNDERTAKEN AND GUARANTEED THAT NO SERVING OR RETIRED EMPLOYEE WHO HAS NOT COMPLETED TWO YEARS AFTER RETIREMENT FROM PAA SHALL BE PERMITTED TO HAVE ANY FINANCIAL INTEREST IN THE SAID CONTRACTING BUSINESS DURING THE CURRENCY OF THIS CONTRACT WITH PAA IT IS CLEARLY UNDERSTOOD AND AGREED THAT IN THE EVENT OF A BREACH OF THE ABOVE UNDERTAKING DURING THE CURRENCY OF THIS CONTRACT, THE SAID CONTRACT SHALL BE LIABLE TO IMMEDIATE CANCELLATION IN WHICH CASE THE SECURITY DEPOSITS AND ALL OTHER MONEYS DUE FROM PAA SHALL STAND FORFEITED AND BE ABSOLUTELY AT THE DISPOSAL OF THE PAKISTAN AIRPORTS.

CONTRACTOR’S SIGNATURE

(iii)

PAKISTAN AIRPORTS AUTHORITY
CONTRACT FOR WORK
GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE
OF CONTRACTORS

1. The Notice inviting tender shall contain the name of work to be carried out as well as the date for submitting and opening tenders and the time allowed for carrying out the work; also the amount of earnest money to be deposited with the tender, and the amount of the security deposit to be deposited by the successful tenderer. Copies of the specifications, designs and drawings and any other documents required in connection with the work signed for the purpose of identification by Pakistan airports airports shall also be open for inspection by the Contractor at the office of the G.M / Project Manager / Senior Works Engineer PAA during office hours.
2. Where a tender is being submitted by a Firm, it must be signed separately by each partner thereof, or in the event of the absence of any Partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power-of-attorney to be produced with the tender and a Photostat of the Partner ship Deed should accompany the tender.
3. Where a firm of Contractors is an incorporated company registered under the Companies Act, the Contractors shall furnish the following documents: -
 - a) Memorandum and Articles of Association together with a copy of certificate of incorporation.
 - b) In case the Contract is to be signed by one of the Directors of the Contractor's Company, a certified copy of the resolution of the Board of Directors or a Photo copy of the General Power of Attorney executed by the Company authorizing such Directors to enter into and sign the Contract with PAA.
4. Receipts for payments made on account of a work, when executed by a firm shall be signed by all the partners, except where the Contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners or by some other person having authority to give actual receipt for the firm.
5. Tenders which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other condition of any sort, will be liable to rejection. No. single tender shall include more than one work, but Contractors who wish to tender for two or more works shall submit a separate tender for each work, Tenders shall have the name and number of the work to which they refer, written outside the envelope.
6. No alterations or additions shall be made by the Contractor in the schedule of quantities and rates must be filled in ink or typed out both in figures and words clearly and legibly in the columns provided in the schedule of Quantities. All corrections must be signed by the Contractors.
7.
 - i) G.M / Project Manager / Senior Works Engineer, Pakistan Airports Authority or his duly authorized representative shall open tenders in the presence of intending Contractor who may be present at the time and will enter the amounts of all the tenders in a Comparative Statements in a suitable form.
 - ii) When tender is accepted, a receipt for the earnest money forwarded therewith shall thereupon be given to the Contractor. In the event of a tender being rejected the earnest money forwarded with such unaccepted tender shall thereupon be returned to the Contractor.

(iv)

8. The receipt given by an account or clerk for any money paid by the Contractor will not be considered as an acknowledgement of payment to the PAA and the Contractor shall be responsible for seeing that he procures a receipt signed by the Senior Works Engineer PAA or his authorized officer.
9. The memorandum of work tendered for and the schedule of materials to be supplied by the PAA and their issue rates, shall be filled and completed in the office Senior Works Engineer before the tender form is issued.
10. The tenderer shall also produce a certificate of registration from the Income Tax authorities and attach it with tender.
11. Tenderers shall not be reimbursed any cost of any kind whatsoever incurred by them in connection with preparation and submission of their tenders.
12. The tender rates or amount shall be inclusive of all taxes (but excluding provincial sales tax on services), duties and cess, etc. as applicable fourteen (14) days prior to the date of tender opening and no claim on this account shall be entertained by PAA.
13. The completed Tender shall be enclosed in a Sealed Envelope and addressed and delivered in person or sent by Registered post so that it reaches well in time before the opening date, as notified by the PAA. Tenders will be opened and read in public on the date and time for the opening. Tenders received after the time set for receipt shall be returned to Tenderer un-opened. The sealed envelope shall have the following words written on top of it.

“TENDER FOR THE ... **REPAIR / MAINTENANCE OF BUNGALOW NO. C-8 AT PAA COLONY**
JIAP, KARACHI”

14. Pakistan Airports Authority reserves the rights to postpone the date or time of submission and opening of Tenders. Should the date of opening the Tenders be postponed PAA shall give notice of such postponement.
15. Pakistan Airports Authority is not bound to award the Contract to the lowest or to any Tenderer and reserves the right to reject any or all Tenders and to waive any formalities in the Tenders received such as deviations in the use and presentation of the specified Tender Documents and forms, if it appears to be in the interest of the PAA.
16. Tenders shall be accompanied by a Pay Order/Bank Draft of the amount given in the Memorandum as Earnest Money. All such Pay Orders/Banks Draft Shall be returned to the un-successful bidders, after the work has been awarded.
17. Tender shall be accepted by the officer of PAA as per schedule of powers given in CPWD-‘D’ Code. The acceptance of the Tender shall bind the Tenderer to sign the Contract within the specified period failing which the Tenderer shall forfeit his Earnest Money not as penalty, but as liquidated damages.

(v)

18. The Contractor shall furnish irrevocable Performance Guarantee only for works costing more than Rs.2.5 million and it should be valid till the completion of work from the Banks approved by PAA (As mentioned below) in the amount of five percent of the total amount of bid at the time of signing the agreement. The bond shall be executed on non-judicial stamp paper of appropriate value.

| | | |
|---------------------------|---------------------------------|--|
| Sindh Bank Limited | Habib Bank Limited | Soneri Bank Limited |
| The Bank of Punjab | Habib Metropolitan Bank Limited | Standard Chartered Bank (Pakistan) Limited |
| National Bank of Pakistan | JS Bank Limited | United Bank Limited |
| Allied Bank Limited | MCB Bank Limited | Meezan Bank Limited Pakistan |
| Askari Bank Limited | Dubai Islamic Bank | Industrial & Commercial Bank of China Limited. |
| Bank Al-Habib | Al-Baraka Bank (Pakistan) Ltd | |
| Faysal Bank Limited | Samba Bank Limited | |

19. The Contractor shall be given a Mobilization Advance upto 10% of the tendered cost by PAA for works costing more than Rs.5 million on production of an irrevocable guarantee of an equivalent amount from Banks approved by PAA as mentioned at Clause-18. The same will be recovered at the rate of 10% of gross amount of the running bills of the Contractors.

20. Prior to engaging in the tendering process, the tenderer should at their own cost, read and acquaint themselves with the PAA's procedure for blacklisting of contractors and suppliers available on PAA website: (www.paapakistan.com.pk/upload/Tenders/PAAO/PAAO-003-ESCW.pdf)

Attachments: -

- Special terms and Conditions attached
- HSE Manual Attached
- Drawing Attracted.

(vi)

MEMORANDUM

- (a) General Description of Works. **REPAIR / MAINTENANCE OF BUNGALOW NO. C-8 AT PAA COLONY JIAP, KARACHI**
- b) Estimated Cost Rs. _____ - _____
- c) Tender shall be enclosed with Earnest Money/Bid security in the form of Bank draft/ Pay order from Scheduled Bank equal to Rs. **80,000/-**
- d) Security deposit (including Earnest money) 5% (Five per cent)
- e) Deduction of Income Tax As per Income tax ordinance 2001 updated time to time.
- f) Time allowed for the work **30 Days .**
(From date of written order to commence)

| S.No. | Item of work | Quantity | Unit | Rate tendered | | Amount |
|-------|--------------|----------|------|---------------|----------|--------|
| | | | | In figure | In words | |

As per schedule attached.



**PAKISTAN AIRPORTS AUTHORITY
B.O.Q**

PAAF.022.ESCW-1.0

| | | | |
|----------------------|---|---------------------|-------|
| Name of Works | <u>REPAIR / MAINTENANCE OF BUNGALOW NO. C-08 AT PAA COLONY JIAP, KARACHI</u> | | |
| Location | JIAP | | |
| Divisional | ES CIVIL-II, JIAP | PROVINCE | SINDH |
| Sub-Head | GENERAL ABSTRACT | sub division | |
| ITEMS NO. | item of work | AMOUNT | |
| SH-I | CIVIL WORKS | | |
| SH-II | E/M WORKS | | |
| TOTAL RS. | | | |

CONTRACTOR

**DIVISIONAL ENGINEERS
ES CIVIL-II, JIAP**

|  پاکستان ایئرپورٹ اتھارٹی | PAKISTAN AIRPORTS AUTHORITY B.O.Q | | | | PAAF.022.ESCW-1.0 | |
|---|--|-----|---------------------|----------|--------------------------|--------|
| Name of Works | REPAIR / MAINTENANCE OF BUNGALOW NO. C-08 AT PAA COLONY JIAP, KARACHI | | | | | |
| Location | JIAP | | | | | |
| Divisional | ES CIVIL-II, JIAP | | PROVINCE | | | SINDH |
| Sub-Head | CIVIL WORKS | | SUB DIVISION | | | |
| ITEMS NO. | ITEM OF WORK | QTY | RATE | | UNIT | AMOUNT |
| | | | IN-FIGURE | IN-WORDS | | |
| 1 | Taking out door and window frames with or without hold fasts in ground floor including cutting walls, stacking salvaged material (serviceable) and disposing of unserviceable material as directed within three chains (91.5 m). | 1 | | | Each | |
| 2 | Taking out carefully shutters of doors and windows in ground floor and stacking as directed within three chains (91.5 m). | 2 | | | Each | |
| 3 | Providing and fixing 1-1/2 inches (38 mm) thick solid core deodar wood flushed veneered door shutters, with and including the cost of commercial plywood facing 3 mm. thick (3 ply) on both faces, fixed over best quality deodar wood frame 2 inches wide around 6 inches wide lock rail and 2nd class deodar wood solid core, i/c., 1/4 inch thick best quality deodar wood lipping on all sides as per approved drawing, manufactured under power driven hydraulic press, including the cost of approved iron fittings but excluding the cost of handles and locking arrangement. | 44 | | | P.Sft | |
| 4 | Providing and fixing fully glazed Silver anodized or powder coated aluminium Sliding windows as per British standard manufactured by Lucky, Prime, Chawla, Krudson and Pakistan Cables. (fixing through their approved fabricators), Deluxe model box section 95mm x 30mm and 1.6mm thick including the cost of aluminium netting ,fittings, with all accessories cutting hole etc. and making good damages to walls etc. complete as required in any floor as per direction of engineer-in-charge, but excluding the cost of glass pans. | 89 | | | P.Sft | |

| | | | | | | |
|---|--|-----|--|--|---------|--|
| 5 | Providing and fixing Tinted glass panes 5mm thick to M.S. Box pipe / Aluminium door, windows and ventilators including the cost of labour but excluding the cost of M.S. square pipe beading, rubber packing and screw in any floor at any height. | 89 | | | P.Sft | |
| 6 | Providing and fixing window iron grills with required section of angle iron and M.S square bar as per approved design including welding all sides of the section at the junction, and fixing with sunk iron screws, painting two coats of red oxide paint etc. complete as required in any floor in masonry or concrete work. | 104 | | | P.Kg | |
| 7 | Providing and fixing hot dipped galvanized fully glazed single leaf steel doors made to crittal or equivalent standard and of approved sections using approved brass section oxidized fittings, iron lugs, including cutting holes and making good damages to walls etc. complete in any floor. | 18 | | | P.Sft | |
| 8 | Providing and laying floor of 6mm (approx: 1/4") thick white glazed tiles 12" x12" (304mm x 304mm) of master make (Pakistani) first grade in ground floor laid over 1" (25mm) thick cement mortar 1:2 (1 cement and 2 sand) including jointing and washing the tiles with white cement slurry and curing etc, complete. | 42 | | | 100 Sft | |
| 9 | Providing and fixing 1/4 inches or 6.4 mm (approx.) thick approved Pakistani make white / coloured glazed tiles upto 1.5 square feet size in dado and skirting in ground floor, over 1/2 inch (13 mm) thick base of cement mortar 1:3 setting of tiles in slurry of grey cement over mortar base including filling the joints and washing the tile with white cement slurry curing and cleaning etc. complete. | 117 | | | 100 Sft | |

| | | | | | | |
|----|--|-----|--|--|---------|--|
| 10 | Providing and laying 1:4:8 cement concrete bed under floors using graded stone ballast 2 inches (51 mm) and down gauge with leveling and ramming, watering and curing etc. complete. | 38 | | | 100 Cft | |
| 11 | Providing and laying floors of 2 inches (51 mm) thick 1:2:4 cement concrete using graded screened bajri 3/4 inch (19 mm) and down gauge in ground floor laid in with or without panels including form work, consolidation, finishing, and curing etc. complete. | 149 | | | 100 Sft | |
| 12 | P/F sanitary set 8pieces (basin Mixer,wall shower,Double Bib cock,Tee Stop cock,waste basin & Toilet shower) of faisal sanitary company code head(6607) including waste pipe of the same having code head(17) including installation and cartage etc., complete as per directions of the Enginer Incharge. | 3 | | | Each | |
| 13 | P/F kitchen cabinet floor mounted of 3/4" thick laminated board with best quality deodar wood frame and beading required section in approved pattern etc, fixed on wall with rawal pugs, screws i/c cost of glue, nall, piano hinges, handles and painting or polishing etc as drawing complete all as respect. | 37 | | | P.Sft | |
| 14 | Providing and laying floor of 1 inch (25 mm) thick marble tiles more than 7 Sq.ft. upto 16 Sq.ft. (more than 0.65 Sq.m upto 1.48 Sq.m) size fine dressed on the surface, without winding in ground floor over 1 inch (25 mm) lime mortar 1:2 (one lime two sand) setting the marble tiles with grey cement slurry over lime mortar, jointing and washing the tiles with white cement slurry including curing, rubbing and polishing etc. complete, including the cost of mortar. | 6 | | | 100 Sft | |

| | | | | | | |
|----|---|-----|--|--|---------|--|
| 15 | Providing and fixing best quality white glazed earthenware Two piece toilet (commode) coupled with flush tank (Porta or Equivalent) complete with and including cost of plastic seat with Buffers, with internal fittings complete . | 1 | | | Each | |
| 16 | Providing and fixing 25 inches x 18 inches (635 mm x 457 mm) lavatory basin with pedistal in white glazed earthenware (Pakistani) complete with and including the cost of Brass oxidized bolts kit built into wall /2 inch (15 mm) dia. Chrome plated mixer 1-1/4" inches (32mm) rubber plug and chrome plated brass chain, 1-1/4 inches (32 mm) dia brass waste of approved pattern, 1-1/4 inches (32 mm) dia. Malleable iron or C.P. brass traps malleable iron or brass unions and making requisite number of holes in walls plinth and floor for pipe connections and making good in cement concrete 1:2:4. | 1 | | | Each | |
| 17 | Providing and fixing approved quality stainless steel sink 33" x 18" Pak made (Atlas) or equivalent complete with brass oxidized bolt kit/angle iron brackets built into walls 1/2" dia CP sink mixer 1-1/4" rubber plug and CP brass chain 1-1/4" CP brass waste 1-1/4" dia malleable iron or CP brass bottle trap with malleable iron or brass unions and making requisite number of holes in walls, plinth and floor for pipe connections and making good in cement concrete 1:2:4. | 1 | | | Each | |
| 18 | Plastering 3/4" (19 mm) thick in patches in cement sand mortar 1:4 including curing and scraping old damaged portion in regular shape and removal of rubbish from the site etc. complete as per direction of Engineer-in-Charge in ground floor. | 200 | | | 100 Sft | |

| | | | | | | |
|----|--|------|--|--|---------|--|
| 19 | Providing and fixing PPRC pipe PN-20 with specials, and clamps etc, including cutting and fitting complete with and including the cost of breaking through walls and roof and making good etc; after cleaning the pipe and cartage within 10 miles 25mm dia. | 75 | | | P.Rft | |
| 20 | Providing and fixing PPRC pipe PN-20 with specials, and clamps etc, including cutting and fitting complete with and including the cost of breaking through walls and roof and making good etc; after cleaning the pipe and cartage within 10 miles 32mm dia. | 110 | | | P.Rft | |
| 21 | Fixing including cutting and fitting G.I. pipes and specials including the cost of specials, cutting trench up to 2-1/2 feet (762 mm) deep, refilling, watering, ramming and disposal of surplus earth within one chain, painting 2 coats with bitumen paint to pipes and specials after cleaning and hessian cloth soaked in maxphalt composition warped tightly round pipes and testing to a pressure head of 200 feet (61 m) and cartage within 10 miles (16.09 km) 1/2 inch (13 mm) dia. pipe. | 250 | | | P.Rft | |
| 22 | Providing and fixing unplasticized polyvinyl chloride pipe (P.V.C) "D" class and specials etc. including cutting and fitting complete with and including the cost of cutting trench upto 1-1/2 feet deep refilling, watering, ramming, and disposal of surplus earth within one chain and after cleaning the pipe and cartage within 10 miles (16.09 km.)4" (100mm) dia Pipe. | 92 | | | P.Rft | |
| 23 | Repainting two coats with weather shield paint of (ICI) Dulux make and shade on plaster surface (External) including cleaning, sand papering the surface as directed by the Engineer-in-charge in any floor. | 3238 | | | 100 Sft | |

| | | | | | | |
|------------------|---|------|--|--|---------|--|
| 24 | Distempering two renewal coats with vinyle distemper (Paintex ICI Dulux) of approved make and shade to walls and ceiling etc.. Including scraping cleaning the old surface in any floor. | 8388 | | | 100 Sft | |
| 25 | Repainting two coats with enamel paint of approved make and shade to wood work including scraping and sand papering the surface as directed by Engineer-in-Charge in any floor. | 733 | | | 100 Sft | |
| 26 | Repainting two coats with enamel paint (Robialac) of approved make and shade to iron work including scraping and sand papering the surface as directed by the Engineer-in-Charge in any floor. | 305 | | | 100 Sft | |
| 27 | 1/2" (13 mm) thick cement plaster 1:3 on walls and columns etc. in basement, plinth, mezzanine and ground floor including making edges, corners, and curing etc., complete. | 200 | | | 100 Sft | |
| TOTAL RS. | | | | | | |

CONTRACTOR



DIVISIONAL ENGINEERS
ES CIVIL-II, JIAP

|  پاکستان ایئرپورٹ اتھارٹی | PAKISTAN AIRPORTS AUTHORITY B.O.Q | | | | PAAF.022.ESCW-1.0 | |
|--|--|---------|-----------|---------------------|--------------------------|--------|
| Name of Works | REPAIR / MAINTENANCE OF BUNGALOW NO. C-08 AT PAA COLONY JIAP, KARACHI | | | | | |
| Location | JIAP | | | | | |
| Divisional | ES CIVIL-II, JIAP | | | PROVINCE | | SINDH |
| Sub-Head | E/M WORKS | | | SUB DIVISION | | |
| ITEMS NO. | ITEM OF WORK | QT Y | RATE | | UNIT | AMOUNT |
| | | | IN-FIGURE | IN-WORDS | | |
| 1 | Providing & installing 140 Cm (56") sweep ceiling fan with blades, canopy, standard length of down rod including connection with 14.0076" flexible wire complete as required. (without regulator Millat / Pak / Asia / Younas / Climax / Royal. | 10 | | | Each | |
| 2 | Providing & Fixing poly carbonate flame retardant click type fan dimmer of all any sweep with fancy "Ivory" gang plate fixed on die fabricated, powder coated, metal board recessed in the wall or column including connection as required. (Visbo / Martix / Sok / TJ Series / Trust). | 10 | | | Each | |
| 3 | Providing & installing 25 Cm (12") Sweep, Metallic body Exhaust fan complete with blades, motor, etc fitted in existing hole including connection with 14.0076" flexible wire complete as required. (GFC / Millat / Pak / Asia / Younas / Climax / Royal. | 5 | | | Each | |
| 4 | Providing & Fixing 13 Amps 4 Gang & 2 Socket with Fancy "Ivory" gang plate fixed on PVC open board 3"x6" on the wall or column including connection as required. | 8 | | | Each | |
| 5 | Wiring for light, fan or call bell point with (3/0.29") PVC insulated wire in 20mm ² , (3/4") dia uPVC conduit fitted on surface, including 1 mm ² single core PVC insulated wire as ECC as required. | 112 | | | P. Point | |
| 6 | Providing, installation, Testing & Commissioning of LED BATTEN LIGHTS 20 watt including driver, having warm / neutral white / cool white colour, 90-110 lm/ watt efficiency, 0.9 or above power factor, 20000-25000 hours life cycle, including connection complete in all respect as approved by Engineer Incharge.(Philips / GE / Osram / Thorn) | 25 | | | Each | |
| 7 | Providing & Fixing 15 Amps poly carbonate flame retardant 3-Pin switch socket unit with fancy gang plate fixed on die fabricated powder coated metal board recessed in wall or column including connection as required. (Schneider / Philips) | 36 | | | Each | |
| 8 | Providing & Fixing 15 Amps 3-Pin switch socket combine unit (Power Plug) fixed on plastic or fiber top covered sheet on (14 SWG) metal board with earth terminal recessed in wall and column including connection as required. | 20 | | | Each | |


 For PAA

Contractor

| | | | | | | |
|------------------|---|----|--|--|-------|--|
| 9 | Providing and installation of Philips LED Blub 20W E27 6500K 230V thread type with holder high temperature insulation Bakelite + Copper along with round block for base complete as required. | 10 | | | Each | |
| 10 | Providing & Fixing Ding Dong Bell with magnetic, mechanical mechanism in plastic body with metallic base on wooden block fitted on surface including connection as required. | 2 | | | Each | |
| 11 | Providing & fixing 10 Amps Polycarbonate flame retardant Bell push with fancy "lovry" gang plate fixed on die fabricated, powder coated, metal board recessed in the wall or column including connection as required. (Vivace / Matrix / SOK / TJ Series / Trust) | 2 | | | Each | |
| 12 | Providing & Fixing 6 Amps plastic batten / Angle holder on PVC round block / round cover fitted on surface including connection as required. | 12 | | | Each | |
| 13 | Providing & Fixing 6 to 32 Amps, (16 Amps) SP MCB fixed on existing board, i/c inter-connection as required. | 18 | | | Each | |
| 14 | Providing & Fixing 32 Amps, 02 pole circuit breaker fixed on surface duly covered with fiber sheet i/c inter-connection as require. | 2 | | | Each | |
| 15 | Providing & fixing cubical type metal sheet Distribution board with locking arrangement as per drawing, vermin protected duly powder coated paint i/c all fastening material including wiring with suitable gauge PVC x PVC wire complete as required. (12"x12") P/Sqft. | 2 | | | P.Sft | |
| 16 | Providing, Installation, Testing & Commissioning of flood lights (Ip66) including driver having warm / neutral white/ cool white colour, 90-110 lm/ watt efficiency, 0.9 or above power factor, 20000-25000 hours life cycle, including connection complete in all respect as approved by Engineer Incharge (d) 90-100 Watts. | 4 | | | Each | |
| 17 | Providing & fixing of Traditional Gate Light fixture along with LED Bulb including connection as required complete in all respect. | 2 | | | Each | |
| 18 | Providing & fixing mono block pumping set complete with 1HP pump 2900 RPM complete with AC 200V single phase motor on a common base plate having suction & discharge 1"x1" as approved.(Meco / Asbshar / Golden / 3-Stars) | 2 | | | Each | |
| TOTAL RS. | | | | | | |

CONSTRUCTOR


For PAA


SWE ELECTRICAL, JIAP

Contractor

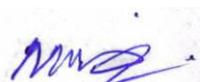
PAKISTAN AIRPORTS AUTHORITY
(SPECIAL TERMS & CONDITIONS)

(Civil Work)

Name of Work: - **REPAIR / MAINTENANCE OF BUNGALOW NO. C-8 AT PAA COLONY**
JIAP, KARACHI

The work will be carried out in accordance with Pak PWD and FAA Specifications unless otherwise clearly provided in the contract documents.

1. The contractor will be fully responsible to arrange the security clearance of his workmen on the job in accordance with rules/requirements enforced at the time of execution and shall not entitle the contractor for any compensation of what so ever on account of wastage of time and labour due to any reason.
2. Partial/complete suspension in work is likely to take place during emergency operations and VIP/VVIP movements etc. Labour, equipment/machinery and material etc. should be removed from site for work during such suspension period to a distance for essential security arrangements. No compensation, whatsoever, on this account shall be claimed by the contractor for those losses likely to occur. All such unforeseen disruption during working hours may result in idleness of manpower and equipment and waste of material etc. for which no compensation shall be paid to the contract.
3. The contractor shall cordon the work place/area as per direction of the Engineer Incharge at his own cost. He will also identify the construction area and will ensure safety of worker during and after working hours.
4. The work will be carried out during the ongoing operation of the Airport. The contractor shall, therefore, have to programme his work schedule accordingly so as to remain within the stipulated period of completion.
5. The contractor shall prepare / submit detailed shop drawings, level sheets (X-sections/L-sections etc.) at his own cost and get approved by PAA before execution of work if, so required.
6. The construction material should be stacked at a suitable place and shall be so arranged that it may not cause any hindrance for the passengers, functionaries and other officials of agencies etc. working at the airport as per direction of the Engineer Incharge.
7. Laboratory Testing: -
 - a) The cost of all the laboratory tests as and when required would be borne solely by the contractor.
 - b) All testing for material approvals and Quality Control is the responsibility of Contractor. Contractor may hire equipment & services of an approved independent laboratory or should establish his own laboratory at site after taking approval of required equipment and manpower.
 - c) Contractor shall pay all costs / charges of material testing, transportation of samples and visits of PAA technical staff (factory, borrow areas, crushers) for approval of materials.
 - d) Contractor shall seek approval of independent laboratory for specialized tests i.e. steel cement, water etc.
 - e) PAA shall depute experienced technician at site to supervise in field & in site laboratory. All tests will be performed by contractor's competent technician in his presence in accordance with specified standards. Contractor shall provide him transport for pick & drop.
 - f) Contractor shall provide complete record of all quality tests, mill test certificates to the Engineer Incharge regularly & shall keep copies of test standards in site office / lab.
8. Afghan and suspected person holding old NIC will not be engaged by the contractor.
9. The extra / substituted items if any shall be based on Pak PWD Schedule of Rate 2022 with premium as per tendered rates in the agreement. The items other than Pak PWD Schedule of Rates, shall be analyzed basing on prevailing market rates with 30% premium to cover the profit and overhead.
10. The unserviceable dismantled material (debris), if desired will have to be disposed off, out of the Aerodrome premises and the stacking of serviceable material in PAA store by the contractor at his own cost as per instructions of the Engineer In charge.
11. Safety measures such as wearing of helmet, gloves, long shoes, safety glasses for welder and dungarees etc. are ensured during working hours as per QSHE Standards /parameters, as per attached HSE Manuals.


For PAA

Contractor

12. The contractor will have to abide by all rules and regulations enforced by PAA and other agencies working at the Airport.

13. a) The contractor shall provide a programmed bar-chart showing the sequence of work items by which he proposes to complete the works of the entire contract. The program should indicate to sequence of work items and the period of time during which he proposes to complete the works including the activities like designing, schedule of submittal of drawings, ordering and procurement of materials, manufacturing, delivering, construction of Civil Works, erection, testing and commissioning of works to be supplied under the contract.

b) The Contractor shall require to submit a narrative outlining the method of performing the Works. The narrative should indicate in detail and include but not to be limited to:-

- i. The sequence and methods in which he proposes to carry out the works, including the number of shifts per day and hours per shift, he expected to work.
- ii. A list of all major items of constructional and erection plant, tools and vehicles proposed to be used in delivery / carrying out the works at site.
- iii. The procedure for installation of equipment and transportation of equipment and materials to the site.
- iv. Organization Chart indicating head office and field office personal involved in management. Supervision and engineering of the works to be done under the Contract.

15. The lowest bidder is bound to submit Proforma for seeking security clearance from Intelligence Bureau and Special Branch Police in respect of their manpower soon after the receipt of the Acceptance Letter.

16. A dispute which has been the subject of a notice of dissatisfaction shall be finally settled as per provisions of Arbitration Act 1940 (Act No X of 1940) and Rules made there under and any statutory modifications thereto. In case of any difference or dispute arising between PAA and the contractor in respect of the interpretation, conduct of performance of any terms and conditions of this contract, the same shall be referred to DG PAA for decision which shall be final and binding upon both parties to this contract.

17. In line with the relevant SOP i.e. SOP-009-ESCW-3.1 "Extension of Time and Imposition of Liquidated Damages" (Clause-D7), the amount of the Liquidated Damages for each day of delay in completion of the whole of the works, or if applicable for any section thereof, shall be a sum equal to 10% (ten percent) of the contract prices stated in the Letter of Acceptance divided by the number of days specified as completion time. Where the stipulated period of completion is more than two hundred (200) calendar days the LD at the rate of 0.05% (Zero Point Zero Five Percent) of the Contract Price stated in the Letter of Acceptance per day of delay incurred. The amount of LD imposed shall not exceed ten percent (10%) of the Contract Price stated in the letter of Acceptance. The same shall be calculated as per formulas stated below:-

$$LD = \begin{cases} \frac{10\% \times CP \times N}{T} & \text{where } T \leq 200 \\ 0.05\% \times CP \times N & \text{where } T > 200 \end{cases}$$

CP = Contract Price
N = No of days delayed
T = Stipulated Contract Period (Days)
LD max = 10% x CP

18. **WARNING :-** Pay orders /Bank Draft or any other financial instruments to be submitted by Bidders and Contractors as Tender Cost, Earnest Money / Bid Security and Bank Guarantees, if found fake or dishonored by issuing bank / financial institution at any Pre / Post contract stage of the case, would call for blacklisting and legal action as per law of the land.

19. Contractors/Perspective Bidders/Suppliers are requested to examine the BOQ items in detail and shall quote same rates for the same items repeated in BOQ or in various sub heads of BOQ. PCAA shall consider the lowest rate among all quoted rates by the contractor (if varied) for the same items repeated in BOQ or in various sub heads of BOQ and bid shall accordingly be corrected.

20. Provincial Sales Tax (PRA) is not applicable on PAA being a federal entity. In this regard Supreme Court Decision in favour of PCAA under write petition No. SCMR 1344 of 2017 exists. Bidders are required to quote their rates excluding PRA Tax.

21. Clause No. 59 of General Conditions of Contract shall be deleted to its entirety. Prices adjustment shall not be applicable in this Contract.

SIGNATURE OF CONTRACTOR WITH STAMP

Divisional Engineer
ES (Civil-II), JIAP Karachi

For PAA

Contractor

REPAIR / MAINTENANCE OF BUNGALOW NO. C-8 AT PAA COLONY JIAP, KARACHI
SPECIAL TERMS AND CONDITIONS

1. The contractor shall arrange all tools and plant / test equipment's required for execution of work & testing of the system as per B.O.Q.
2. The contractor will be responsible for loading / unloading transportation of all the equipment assuring their safe custody / storage.
3. All safety measures shall be adopted during execution of work as per PAA rules / regulations. The contractor shall ensure safety of their workers during the execution of work & should use overall, fluorescent jackets, safety helmets & belts (PPE's) wherever necessary.
4. No compensation is payable for interruption in the work due to any reason beyond the control of PAA.
5. Neither any conditional tender nor any post raised conditions will be acceptable / entertained.
6. Any damage caused to PAA property / services shall be rectified / made good by the contractor.
7. Arrangement and provisioning of allied facilities such as additional lighting for working done during night and scaffolding / ladders for working on heights will be responsibility of contractor.
8. It is the responsibility of the contractor to obtain Airport Entry passes /permits etc from relevant authority / agency required for execution of said work.
9. The contractor shall indemnify PAA against all third party claims, including claims of infringement of intellectual property rights including patent, trademark etc. arising thereof.
10. The bid shall be complete in all respects and account for all allied works if and as required.
11. Following approved make items shall be used other than items for which specifications have already been developed;

| # | Material / Articles | Name of Manufacturers / Brands |
|----|---|---|
| a) | Wires and Cables | Pakistan, Universal, AGE, Newage, Allied, Fast |
| b) | Switches and Sockets | Schneider, Philips or equivalent |
| c) | Air Switch Breaker, Load brake switches, MCCB and MCB etc | Terasaki Japan, Siemens, ABB, MG, Hager, Schneider Electric or equivalent |
| d) | LV main distribution panel | Siemens, PEL, FICO, Schneider Electric, ABB, Sunbeams, Engineers & Engineering, Libra, Hussein & Co., BLS or equivalent |
| e) | PVC Cable Trunck | Adamjee, Jeddah or equivalent |
| f) | Straight through joints/ Termination ends | Raychem, Seal Pack |

12. Pay orders / Bank drafts or any other financial instruments to be submitted by contractors & contractors as, "Tender Cost", Earnest Money / Bid Security and Bank Guarantees, if found fake or dishonored by issuing Bank / Financial institution at any pre / post stage of the case, would call for blacklisting and legal action as per law of the land.
13. The amount of LD for each day of delay in completion of the whole of works, or if applicable for any section thereof, shall be as sum equal to 10% (ten percent of the contract price states in the letter of acceptance divided by number of days specified as completion time.
 - i. Where the contract completion time is less than or equal to 200 days = $(10\% \times CP \times N) / T$
 - ii. Where the contract completion time greater than 200 days = $0.05\% \times CP \times N$

CP = Contract price as stated tin letter of acceptance

T = completion as per contract

N = No. of days delayed

 - LD Maximum = 10%
14. In case of any difference or dispute arising between PAA and the contractor in respect of interpretation, conduct or performance of any terms and conditions of this contract, the same shall be referred to DGPA for decision which shall be final and binding upon both parties to this contract.

Contactor

**Sr Works Engineer Electrical
JIAP, Karachi**


For PAA

Contractor

TENDER FOR WORKS

I / We hereby tender for the execution of the work specified in the above written memorandum within the time specified in each memorandum at the rates specified therein, and in accordance in all respects, with the specifications, designs, drawings and instructions and with such materials as are provided for by and in all other respects in accordance with such conditions so far as applicable.

2. Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto so far as applicable or on default thereof to forfeit and pay to the Pakistan airports the sum of money mentioned in the said conditions.

3. A Bank Draft / Pay Order for the sum of Rs. _____ is herewith forwarded as Earnest Money.

Dated the _____ day of _____ 20_____

Witness

Address

Signature of Contractor

The above tender is hereby accepted by me on behalf of PAA

Dated the _____ day of _____ 20_____

Signature of Officer by whom accepted


For PAA

Contractor

(viii)

(On appropriate valued non-judicial stamp papers)

THIS AGREEMENT is made on this the _____ day of _____ 20____ between the Pakistan Airports Authority, established under the Pakistan Airports Authority, Ordinance, 2023, having its Head Office at Terminal-I, JIAP, Karachi, through its duly authorized officer (hereinafter called the client 'PAA' which term shall include its successors-in-interest, authorized representatives and executors) of the First Part:

A N D

M/s. _____
Incorporated/registered with _____ as a limited Company/Partnership/Sole proprietor, having its office at _____
"through its duly authorized person namely _____
(designation) hereinafter called "the Contractor" (which term shall include its successors-in-interest, authorized representatives and executors of the Second Part:

WHEREAS the PAA is desirous that certain works should be executed viz Construction of _____ i.e. the works.

A N D

WHEREAS the PAA has accepted the Tender dated _____ submitted by the Contractor for the execution, completion and maintenance of the Works.

NOW this Agreement Witnesses as follows:

1. In this agreement words and expressions shall have the same meanings are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents which for the purpose of identification have been signed by Mr. _____ (_____) on behalf of the Contractor and by Mr. _____ (_____) on behalf of the PAA, all of which shall be deemed to form and be read and construed as part of this Agreement viz:
 - a) This Tender.
 - b) The Drawings.
 - c) The General conditions of Contract.
 - d) The Special Conditions of Contract (if attached).
 - e) The Specifications.
 - f) The Schedule of Quantities.
 - g) Letter of acceptance of Tender.

In case of any difference between the General or Special Conditions, the Special Conditions shall prevail.

3. In consideration of the payments to be made by the PAA to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the PAA to duly execute, complete and maintain the Works in conformity in all respects with the provision of the Contract and of a high standard.
4. The PAA hereby covenants to pay to the Contractor in consideration of due execution, completion and maintenance of the Works, the Contract Price in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties have hereunto set their respective hands and seals the day and year first above mentioned.

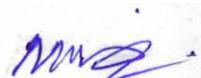
Signed. Sealed and delivered by the

For and on behalf of Contractor
C.N.I.C.No. _____

For and on behalf of PAA

WITNESSES:
1. _____
C.N.I.C. No. _____

2. _____
C.N.I.C.No. _____


For PAA

Contractor

PAKISTAN AIRPORTS AUTHORITY

GENERAL CONDITIONS OF CONTRACT

DEFINITIONS:

In the Contract (as hereinafter defined) the following words and expressions shall have the meanings assigned to them except where the context otherwise requires:

- 1.1 "PAA" means Pakistan Airports Authority and includes its duly authorized agents, successors and assigns.
- 1.2 "Contractor" means the person or persons, firm or Company whose Tender (as hereinafter defined) has been accepted by PAA and includes the Contractor's personal representatives, successors and permitted assigns, but does not include any sub-contractor.
- 1.3 Senior Works Engineer means an Engineer dully authorized by the PAA for execution of work.
- 1.4 "Representative of Senior Works Engineer" means any duly authorized officer or officers appointed by the PA.A. to perform the duties set forth.
- 1.5 The expression "Works" means all the works specified or set forth and required in and by the said specifications, drawings and schedule hereto or to be hereafter specified or required in such explanatory instructions and drawings and also in such additional Instructions and drawings as such from time to time, during the progress of the work hereby contracted for, be supplied by PAA.
- 1.6 "Contract" means the Conditions of Contract specifications, Drawings, priced schedule of Quantities, Tender and the Contract Agreement.
- 1.7 "Contract Price" means the sum given in the tender subject to such additions thereto or deductions there from as may be made under the provisions hereinafter contained.
- 1.8 "Construction Plant" means all appliances, equipment or things of whatsoever nature required in or about the execution, completion or maintenance of the Works or Temporary works.
- 1.9 "Temporary Works" means all temporary works of every kind required in or about the execution completion or maintenance of the work.
- 1.10 "Drawings" means the drawings referred to in the Specifications and any modifications of such drawings approved in writing by the Manager and such other drawings as may from time to time be furnished or approved in writing by the Senior Works Engineer.
- 1.11 "Site" means the lands and other places on, under, in, through which the works are to be executed or carried out and any other lands or places provided by the PAA for purposes of the Contract.


For PAA

Contractor

1.12 "Approved" means approved in writing including subsequent written confirmation of previous verbal approval and "Approval" means approved in writing including as aforesaid.

1.13 "Tender" means the offer tendered by the Contractor for the works governed by the Contract and includes all documents annexed to the offer.

1.14 Competent authority means officer of PAA under whose competence the acceptance of tender lies.

2. Extent of Contract

The Contract comprises the construction, Completion and maintenance of the Works and except in so far as the Contract otherwise provides, the provision of all labour, materials, construction plant, temporary works and everything whether of temporary or permanent nature required in and for such construction, completion and maintenance so far as the necessity for providing the same as specified in or reasonably to be inferred from the Contract.

3. Documents Mutually Explanatory

The several documents forming the Contract are to be taken as mutually explanatory of one another and in case of ambiguities or discrepancies, the same shall be explained by the Senior Works Engineer whose explanation in this respect shall be final.

4. Sufficiency of Tender

The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and of the rates and prices stated in the priced schedule of Quantities which rates and prices shall except in so far as otherwise provided in the Contract cover all his obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the works.

5. Inspection of Site

The Contractor shall inspect and examine the Site and its surroundings and shall satisfy himself before submitting the tender, as to the nature of ground and sub soil, the form and nature of the Site, the quantities and nature of the work and materials necessary for the completion of the works and the means of access of the Site, the accommodation he may require and in general shall himself obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect his Tender.

6. Possession of Site

The Senior Works Engineer will with the written order to commence the works give to the Contractor possession of the Site as may be required to enable the Contractor to commence and proceed with the construction of the works in accordance with the program referred to in clause 10 hereof and otherwise in accordance with such reasonable proposals of the Contractor as he shall by notices in writing to the Senior Works Engineer make and will from time to time as the works proceed give to the Contractor possession of such further portions of the Site as may be required to enable the Contractor to proceed with the construction of Works with due diligence in accordance with the said programme or proposals (as the case may be).

7. Drawings

Three copies of each of the approved Drawings shall be furnished by Pakistan airports to the Contractor free of cost. The Contractor shall provide and make at his own expense any further copies required by him.


For PAA

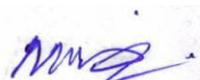
Contractor

- 8. Drawings to be kept on Site** One copy of each of the Drawings furnished to the Contractor as aforesaid shall be kept by the Contractor on the Site and the same shall at all times be available for inspection and use by the Senior Works Engineer the representative of the Executive Engineer.
- 9. Further Drawing and Instructions** The Senior Works Engineer shall have full power and authority to supply to the Contractor from time to time during the progress of the works such further Drawings and instructions as shall be necessary for the purpose of the proper and adequate execution and maintenance of the works and the Contractor shall carry out and be bound the same.
- 10. Programme to be furnished** As soon as practicable after the acceptance of his Tender the Contractor shall submit to the Senior Works Engineer for his approval a programme showing the order of procedure and method in which he proposes to carry out the Work and shall furnish for his information, particulars in writing of the Contractor arrangements for carrying out of the works and the constructional plant and temporary works which the Contractor intends to supply, use or construct, as the case may be The submission to and approval by the Senior Works Engineer or the Representative of the Senior Works Engineer of such programme or the furnishing or such particulars shall not relieve Contractor of any of his duties or responsibilities under the Contract.
- 11. Commencement** The Contractor shall commence the Works on Site after the receipt by him of an order in writing to commence work from the Senior Works Engineer and shall proceed with the same with due diligence (time being the essence of the Contract on the part of the Contractor).
- 12. Contractor's Superintendence**
- 12.1 The Contractor shall give or provide all necessary superintendence during the execution of the Works and as long thereafter as the Manager may consider necessary for the proper fulfilling of the Contractor's obligations under the Contract. The Contractor or his competent, qualified and authorized agent or representative approved by the Senior Works Engineer in writing (which approval may at any time be withdrawn) is to be constantly on the Works and shall give his whole time to the superintendence of the same if such approval shall be withdrawn by the Senior Works Engineer the Contractor shall without any delay, after receiving written notice of such withdrawal, remove the Agent from the site and shall not there after the employ him again on the Site in any capacity and shall replace him by another agent approved by the Officer, Such authorized agent or representative shall receive, on behalf of the Contractor directions and instructions from the Senior Works Engineer or the representative of the Senior Works Engineer.
- 12.2 The Contractor shall also employ full time Engineer/Sub-Engineer, duly qualified in Civil/Electrical/Mechanical/Air-conditioning Engineering and having professional experience of at least five years for the purpose of execution of the proposed works and giving full time technical superintendence during all phases of execution and for receiving technical directions and instructions from Employer's Senior Works Engineer.


For PAA

Contractor

- 13. Contractor's Employees** The Contractor shall provide and employ on the Site in connection with the execution and maintenance of the Works: -
- 13.1 Only such technical personnel as are skilled and experience in their respective fields and such sub-agents, foremen and leading hands as are competent to give proper supervision to the work they are required to supervise.
- 13.2 Such skilled and semi-skilled and unskilled labour as is necessary for the proper and timely execution and maintenance of the Works.
- 14. Removal of Contractor's Employees** The Senior Works Engineer shall have the power to object in writing to and require the Contractor to remove forthwith from the Work any person employed by the Contractor in or about the execution or maintenance of the works who in the opinion of the Senior Works Engineer misconducts himself or is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered by the Senior Works Engineer. Any person so removed from the works shall be replaced without delay by a competent substitute approved by the Senior Works Engineer. The Contractor shall not demand the reasons from the Senior Works Engineer for requiring the removal of any one of his employees.
- 15. Supply of Plant Materials and Labour** Except where otherwise expressly specified, the Contractor shall at his own expense supply and provide all the Constructional plants, work materials, both for temporary and for permanent works, labour (including the supervision thereof) transport to or from the site and in and about the works and other things of every kind required for the construction, completion and maintenance of the works.
- 16. Works to be executed in accordance with specifications drawings etc.** The Contractor shall execute the whole and every part of the work in the most substantial and workman-like manner and both as regards materials and otherwise in every respect in strict accordance with the specifications. The Contractor work shall also confirm exactly, fully and faithfully to the designs, drawings and instructions in writing relating to the work issued by the Senior Works Engineer.
- 17. Action where no specification** In the case of any class of work for which there is no such specifications, such work shall be carried out in accordance with the written instructions and requirements of the Senior Works Engineer.
- 18. Quality of Material and Workmanship and Tests** All materials and workmanship shall be of the respective kinds described in the Contract and in accordance with the Senior Works Engineer instructions and shall be subjected from time to time to such tests as the Senior Works Engineer may direct at the place of manufacture or fabrication on the Site or at all or any of such places. The Contractor shall provide such assistance, instruments, machines, labour and materials as are normally required for examining, measuring and testing any work and the quality, weight or quantity of any materials used and shall supply samples of materials before incorporation in the works for testing as may be selected and required by the Senior Works Engineer.
- a) All samples shall be supplied by the Contractor at his own cost.
- b) The cost making all tests specified in the Contract shall be borne by the Contractor.



For PAA

Contractor

19. Delegation of Power to Senior Works Engineer's Representatives.

The Senior Works Engineer may from time to time in writing delegate to the representatives of the Senior Works Engineer any of the powers and authorities vested in the Senior Works Engineer. Any written instruction or approval given by the representative of the Senior Works Engineer to the Contractor with-in the term of such delegation (but not otherwise) shall bind the Contractor and the Pakistan airports as though it has been given by the Senior Works Engineer provided as follow:

19.1 Failure of the representative of the Senior Works Engineer to disapprove any work or materials shall not prejudice the power of the Senior Works Engineer thereafter to disapprove such work or materials and to order the pulling down, removal or breaking up thereof.

19.2 If the Contractor shall be dissatisfied by reason of any decision of the representative of the Senior Works Engineer he shall be entitled to refer the matter to the Senior Works Engineer who shall thereupon confirm, reverse or vary or modify such decision, and whose decision shall be final.

19.3 The Agreement shall be rescinded by the PAA and the final measurements shall be recorded by the Senior Works Engineer or his any authorized representative shall record the final measurement and Contractor will not claim for any item not recorded by the Senior Works Engineer or his representative.

20. Access to Site

The Senior Works Engineer and any person authorized by him shall at all times have access to the Works and to the Site and to all Workshops and places where work is being done or where materials, manufactured articles or machinery are being obtained for the Works and the Contractor shall afford every assistance in or obtaining the right to such access.

21. Way leave etc.

The Contractor shall bear all expenses and charges for special or temporary way leaves required by him in connection with access to the Site. The Contractor shall also provide with the written approval of Senior Works Engineer at his own cost any reasonable additional accommodation at Site required by him for the purposes of the Works.

22. Rate of Progress and permission to work during Night.

The whole of the materials, plant and labour to be provided by the Contractor and the mode, manner and speed of execution and maintenance of the works are to be of a kind and conducted in a manner approved by the Senior Works Engineer. Should the rate of progress of the Works by or any part thereof be at any time in the opinion of the Senior Works Engineer too slow to ensure the completion, the Senior Works Engineer shall so notify the Contractor in writing and the Contractor shall thereupon take such steps as may be necessary and the Senior Works Engineer may approve to expedite progress so as to ensure completion. If the work is not being carried out within the prescribed or extended time and the Contractor requests permission to work at night as well, then, if the Senior Works Engineer shall grant such permission , the Contractor shall not be entitled to any additional payment, for doing so any such permission granted shall be at the risk of the Contractor.

23. Time for Completion

Subject to any requirement in the Specification of any portion of the Works before completion of the whole of the works, the whole work shall be completed within the stipulated time.


For PAA

Contractor

24. Extension of time for completion

Should the amount of extra or additional work of any kind or other special circumstances of any kind whatsoever which may occur be such as fairly to entitle the Contractor to an extension of time for the completion of the work the Senior Works Engineer shall determine and grant amount of such extension. Provided that the Senior Works Engineer is not bound to take into account any extra additional work or other special circumstances unless the Contractor has within 30 days after such work has been commenced or such circumstances have arisen, delivered to the representative of the Senior Works Engineer full and detailed particulars of any claim for extension of time to which he may consider himself entitled in order that such claim may be investigated at the time.

25. Termination of Contract for slow progress

If in the opinion of the Senior Works Engineer the progress of the Works is slow that it cannot be completed within the prescribed period or within the extended period granted to the Contractor, the Senior Works Engineer shall give a notice in writing to the Contractor calling upon him to speed up the work by employing more labour and by increasing the material, equipment and plant to an extent to be mentioned in the notice. In case the Contractor fails to comply with the requirements of the notice within ten days from its issue, the Senior Works Engineer shall have the power to have the works completed through any other agency at the risk and cost of the Contractor. In any such event, the work executed by the Contractor shall be measured up and all plant, machinery, equipment and material at Site will be taken over by the Senior Works Engineer after preparing and inventory thereof, such stores to be used for the completion of the work will be at the cost of the Contractor. All payments due to the Contractor shall be withheld till the completion of the work and any loss suffered by the Pakistan airports or expenditure incurred in getting the works executed, shall be recovered from the Contractor.

26. Action and Compensation payable in case of works below specification

If it shall appear to the Senior Works Engineer or his representative incharge of the work, that any work has been executed with unsound, imperfect or unskilled workmanship or with materials of any inferior description or that any materials or articles provided by him for the execution of the work are unsound or of a quality inferior to that contracted for or otherwise not in accordance with the contract, the Contractor shall on demand in writing from the Senior Works Engineer specifying the work, materials or articles complained of not with standing that the same may have been in advertantly passed, certified and paid for, forth-with rectify, or remove and reconstruct the work so specified and provide other proper and suitable materials or articles at his own cost; and in the event of his failing to do so with in a period to be specified by the Senior Works Engineer in his demand aforesaid, then the Contractor shall be liable to pay compensation at the rate of one percent on the total cost of work for every day not exceeding ten days apart from the cost of rectification, while his failure to do so, shall continue and in the case of any such failure the Senior Works Engineer may rectify or remove, and re-execute the work which may include additional work necessary to strengthen or set right the unsound work carried out by the Contractor or remove and replace with others, the materials or articles complained of as the case may be at the risk and expense of the Contractor in all respect.

27. Security Deposits

27.1 The Contractor shall permit the Pakistan airports at the time of making any payment to him for work done under the contract to deduct such sum as will amount to be 5% of all money so payable; such deductions to be held by Pakistan airports by way of security deposit.


For PAA

Contractor

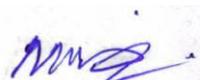
27.2 The sum five percent (5%) of the amount of the bills including the earnest money held by the Pakistan airports by way of security deposit shall be paid back to the Contractor after the satisfactory expiration of Maintenance period as in Clause No.49.

28. Forfeiture of Security deposit

In any case in which under any clause, or clauses of this agreement the Contractor shall have rendered himself liable to pay compensation amounting to the whole of his security deposit (whether paid in one sum or deduction by installments) the Pakistan airports shall have the power in its own discretion to adopt any of the following courses, best suited to the interest of the Pakistan airports.

- a) To rescine the Contract (of which recession notice in writing by the Senior Works Engineer to the Contractor shall be conclusive evidence) and in which case the security deposit of the Contractor as available with the Pakistan airports shall stand forfeited and be absolutely at the disposal of Pakistan airports.
- b) To employ labour paid by Pakistan airports and to supply materials to carry out the work or any part of the work debiting the Contractor with the cost of the labour and the price of the materials (of the amount of which cost and price a certificate of the Senior Works Engineer shall be final and conclusive against the Contractor) and crediting him with the new value of the work done, in all respect in the same manner and at the same rates as if it had been carried out by the Contractor under the term of his Contract, the certificates of the Senior Works Engineer as to the value of work done shall be final and conclusive against the Contractor.
- c) To measure up the work of the Contractor and to take such part thereof as shall be unexecuted out of his hand, and to give it to another Contractor to complete, in which case any expenses which may be incurred in excess of the sum which would have been paid to the original Contractor, if the whole work had been executed by him (of the amount of which exceed, the certificate in writing to the Senior Works Engineer shall be final and conclusive shall be borne and paid by the Contractor and may be deducted from any money due to him by the Pakistan airports under the contract or otherwise or from his security deposits, or the proceeds of sale thereof or a sufficient part thereof.

28.1 In the event of any of the above courses being adopted by the Pakistan airports, the Contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements or made any advance on account of or with a view to the execution of the work or the performance of the Contract. And in case the contract shall be rescinded under the provision aforesaid, the Contractor shall not be entitled to recover or be paid any sum for any work thereto actually, performed under this contract. Unless and until the Senior Works Engineer will have certified in writing the performance of such work and the value payable in respect thereof, and he shall only be entitled to be paid the value so certified. Again the Contractor will not in any manner hinder or prevent the owner or Senior Works Engineer or any of the workmen and other employed by him from proceeding to complete the said buildings and works as aforesaid.


For PAA

Contractor

29. Liquidated damages for delay

If the Contractor fails to complete the works within the stipulated time thereof or extended time than the Contractor shall pay to the Pakistan airports as liquidated damages for such default and not as a penalty a sum equal to ten percent or less as the Senior Works Engineer (whose decision in writing shall be final) may decide out to the total cost of the works. The Pakistan airports may without prejudice to any other method of recovery, deduct the amount of such damages from the bills of the Contractor to complete the works from his security deposits and earnest money.

30. Notice to be given before work is covered up

The Contractor shall give not less than five clear days notice in writing to the Senior Works Engineer or his representative of the work before covering up or otherwise placing beyond the reach of measurement of any work, in order that the same may be measured as correct dimensions thereof be taken before the same is so covered up or placed beyond the reach of measurement without the consent in writing of Senior Works Engineer or his representative incharge of the work; in order that the same may be measured and correct dimensions thereof be taken before the same is so covered up or placed beyond the reach of measurement without the consent in writing of Senior Works Engineer or his representative incharge or the work; and if any work shall be covered up or placed beyond the reach of measurement without such notice have been given or consent obtained the same shall be uncovered at the Contractor's expense or in default thereof no payment or allowance shall be made for such work or the materials with which the same was executed.

31. Suspension of work

The Contractor shall on the written order of the Senior Works Engineer suspend the progress of the works or any part thereof for such time or times and in such manner as the Senior Works Engineer may consider necessary and shall during such suspension properly protect and secure the work so far as is necessary in the opinion of the Senior Works Engineer. The extra cost (if any) incurred by the Contractor is giving effect to the Senior Works Engineer instructions under this clause shall be borne by the Contractor, if such suspension is:-

- a) as per the provision of the contract.
- or
- b) Necessary for the proper execution of the work or by reason of weather conditions affecting the safety or quality or the Works or by some default on the part of the Contractor.
- or
- c) Necessary for the safety of the works or any part thereof.

32. Care of works

From the commencement to the completion of the Works the Contractor shall take full responsibility for the care thereof and of all temporary Works and in case any damage loss or injury shall happen to the Works or to any part thereof or to any temporary works from any cause whatsoever (save and except) the "excepted risk" as defined in Clause. The contractor shall at his own cost repair and make good the same so that at completion, the works shall be in good order and conditions and in conformity in every respect with the requirements of the contract and the Senior Works Engineer instructions. The Contractor shall also be liable for any damage to the Works occasioned by him in the course of any operations carried out by him for the purpose of complying with his obligations under Clause 50 hereof.


For PAA

Contractor

- 33. Expected Risk** The "Expected Risk" are hostilities (where war be declared or not) invasion, act of foreign enemies, rebellion revolution insurrection or military or usurped power civil war or (otherwise than among the Contractor's own employees) riot, commotion or disorder or use or occupation by the PAA of any portion or the Works in respect of which a Certificate or completion has been issued or any such operation of the Forces of nature as responsible foresight and ability on the part of the Contractor could not foresee or reasonably provide against (all of which are herein collectively referred as "the excepted risk").
- 34. Damage to persons and property.** The Contractor shall (except if and so far as the specification provides otherwise) indemnify and keep indemnified the PAA against all losses and claims for injuries or damage to any person or any property whatsoever (other than surface or other damage to land or crops being on the Site suffered by tenant or occupiers) which may arise out of or in consequence of the construction and maintenance of the works and against all claims, proceedings, damages, cost charges and expenses whatsoever in respect thereof or in relation thereto.
- 35. Accident or injury to Workmen** The PAA shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workmen or other persons in the employment of the Contractor and the Contractor shall indemnify and keep indemnified the PAA against all such damages, compensation and against all claims, demands, proceedings, cost charges and expenses whatsoever in respect thereof or in relation thereto.
- 36. Insurance** The Contractor shall obtain and keep in force policies in respect of Erection All Risks, Contractor's All Risks and Workmen's Compensation act, which shall apply specifically and solely to the Contractor and shall fulfill all Contractor's obligations for Insurance in connection with this contract from any of the "AA" Rated insurance company from PACRA/JCR.
- 37. Compliance with Statutes, Regulations etc.** The Contractor shall conform in all respects with the provision of any such Statute Ordinance of Law as aforesaid and the Resolutions or Bye-laws issued by local or other duly constituted authority which may be applicable to the Works or to any Temporary Works and with such rules and regulations of public bodies, and companies as aforesaid and shall keep the C.A.A indemnified against all penalties and liability of every kind for breach of any such statute Ordinance or Law Regulation or Bye-laws.


For PAA

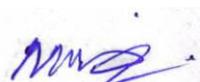
Contractor

- 38. Fossils etc.** All Fossils, coins, article of value or antiquity and structures and other remains or things of geological or archaeological interest discovered on the site of the Works shall as between the PAA and the Contractor shall take reasonable precautions to prevent his workmen or any other persons from removing or damaging any such article or things and shall immediately upon discover thereof and before removal, acquaint the representative of the Senior Works Engineer of such discovery.
- 39. Variation** The Senior Works Engineer shall make any variation of the form, quality or quantity of the work or any part thereof that may in his opinion be necessary and for that purpose or if for any other reasons it shall in his opinion be desirable shall have power to order the Contractor to do and the Contractor shall do any of the following:-
- a) Increase or decrease the quantity of any work included in the Contract.
 - b) Omit any such work.
 - c) Change the levels, lines position and dimension of any part of the Works and
 - d) Execute additional work of any kind necessary for the completion of the works.
- and no such variation shall in any way vitiate or invalidate the Contract nor will entitle the Contractor of any claim for compensation whatsoever, but the value (if any) of all such variations shall be taken into account in ascertaining the amount of the Contract Price.
- 40. Order for variation to be in writing** No such variation shall be made by the Contractor without an order in writing of the Senior Works Engineer. Provided that no order in writing shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an order given under the clause but is the result of the quantities exceeding or decreasing than those stated in the schedule of quantities. Provided also that if for any reason Senior Works Engineer shall consider it desirable to give any such order verbally, the Contractor shall comply with such order but shall get it confirmed in writing from the Senior Works Engineer within four days of the issue of such verbal order.
- 41. Valuation of variation**
- a) The Senior Works Engineer shall determine the amount (if any) to be added to or deducted from the sum named in the Tender in respect of any extra or additional work done or work omitted by his order. All such work shall be valued at the rate set out in the Contract if in the opinion of the Senior Works Engineer the same shall be applicable; if not on market rates.
 - b) No deviation from specifications stipulated in the Contract or additional items of work shall be carried out by the Contractor unless the rates of the substituted, extra, altered or additional item have been approved in writing by the competent authority failing which the PAA will not be bound to entertain any claim on this account.
- 42. Quantities** The quantities set out in the schedule of quantities are the estimated quantities of the work but they are not to be taken as the actual and correct quantities of the works to be executed by the Contractor in fulfillment of his obligation under the Contract.


For PAA

Contractor

- 43. Work to be Measured** The Senior Works Engineer shall except as otherwise stated ascertain and determine by measurement the value of work done in accordance with the Contract. He shall when he requires any part or parts of the works to be measured, give notice to the Contractor's authorized agent or representative who shall forthwith attend or send a qualified agent to assist the Senior Works Engineer or the representative in making such measurement and shall furnish all particulars required by either of them. Should the Contractor not attend or neglect or fail to send such agent, then the measurement made by the Manager or approved by him shall be taken to be the correct measurement of the works.
- 44. Method of Measurement** The work shall be measured, notwithstanding any general or local custom except where otherwise specifically described or prescribed in the Contract.
- 45. Clearance of Site on Completion** On the completion of the Works, the Contractor at his own cost shall clear away and remove from the Site all Constructional plant, surplus materials, rubbish and Temporary Works of every kind and leave the whole of the Site and works clean and in a workman-like condition to the satisfaction of the Senior Works Engineer, rubbish should be disposed off in the manner as directed by the Manager.
- 46. Certificates of Completions of Works** As soon as in the opinion of the Senior Works Engineer, the works shall have been completed and shall have satisfactorily passed any test that may be prescribed by the Contract, he shall issue a Certificate of completion in respect of the Works and the period of Maintenance of the Works shall commence from the date of such certificate with respect to any part of the Works before the completion of the whole of the works and shall upon the written application of the Contractor give such certificate with respect to any substantial part of the Works which has been both completed to the satisfaction of the Senior Works Engineer and occupied or used by PAA and when any such certificate is given in respect of a part of the works, such part shall be considered as completed and the period of maintenance of such parts shall commence from the date of such certificate provided also that a certificate of completion given in accordance with the foregoing provisions of any part of the works occupied and used as aforesaid shall not be deemed to certify completion of any ground or surface requiring reinstatement unless such certificate shall expressly so state.
- 47. Maintenance & Definition of maintenance** In these conditions the expression "Period of Maintenance" shall be 6 months for all kinds of works from the date of completion of the works certified by the Senior Works Engineer in accordance with Clause 46 hereof or in the event of more than one certificate having been issued by the Senior Works Engineer under the said clause from the respective dates so certified and in relation to the period of maintenance the expression "the works" shall be construed accordingly
- 48. Execution of Work of Repair etc.** To the intent that the works shall as soon as practicable after the expiry of the period of Maintenance be delivered to the PAA in as good and perfect condition (fair wear and accepted tear) to the satisfaction of the Senior Works Engineer as that in which they were at the commencement of the period of Maintenance. The Contractor shall execute all such work of repair, amendment, reconstruction, rectification and making good the defects, imperfections, shrinkages or other faults as may be required of the period of maintenance or within fourteen days after its expiry as a result of an inspection made by or on behalf of the Senior Works Engineer.


For PAA

Contractor

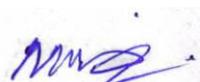
- 49. Refund of Security Deposits** The Security Deposit shall not be refunded before six months after the completion of the whole work, unless and until a certificate is issued by the Senior Works Engineer for successful and satisfactory passing of the maintenance period with no other liability on the Contractor.
- 50. Contractor's Liability for Damage done** If the Contractor or his workmen or servants shall break, deface, injure or destroy any part of a building, in which they may be working or any building, road, road kerbs, runway, taxiway, apron, culverts, ducts, fence enclosure, water pipes, cables, drains, electric or telephone or wire poles, trees, grass or grassland or cultivated ground contiguous to the premises on which the work or any part of it is being executed, or if any damage shall happen to the work, while in progress from any cause whatsoever, or any imperfections become apparent in it within three months after a certificate final or otherwise of its completion shall have been given by the Senior Works Engineer as aforesaid the Contractor shall make he same good at his own expense, or in default, the Senior Works Engineer may cause the same to be made good by other workmen, and deduct the expense (of which the certificate of the Senior Works Engineer shall be final) from any sums that may then, or at any time thereafter may become, due to the Contractor, or from his security deposit or the proceeds of the sale thereof, or a sufficient portion thereof.
- 51. Assignment & Sub-Letting** The Contractor shall not assign or sublet the Contract or any part thereof or any benefit or interest thereon or there under without the prior written consent of PAA. In case of failure the Senior Works Engineer shall by giving Notice in writing rescind the Contract.
- 52. Stores Supplies PAA** If the specification or estimate of the work provides for the use of any special description of materials to be supplied by PAA or if it is required that the Contractor shall use certain stores to be provided by the PAA (such materials and stores, and the prices to be charged therefore as hereinafter mentioned being so far as practicable for the convenience of the Contractor, but not so as in any way to control the meaning or effect of this Contract, specified in the schedule of memorandum hereto annexed). The Contractor shall be supplied with such materials and stores as required from time to time to be used by him for the purpose of the Contract only, and the value of the full quantity of materials and stores so supplied at the rates specified in the said schedule or memorandum may be set off or deducted from any sums then due, or thereafter to be-come due to the Contractor under the contract or otherwise or against or from the security deposit, or the proceeds of sale thereof. All materials supplied to the Contractor shall remain the absolute property of PAA and shall not on any account be removed from the Site of the work, and shall at all times be open to inspection by Senior Works Engineer. Any such material unused and in perfectly good condition at the time of the completion of determination of the Contract shall be returned to PAA.
- 53. Bills to be submitted monthly** A bill shall be submitted by the Contractor each month on or before the date fixed by the Senior Works Engineer shall take or cause to be taken the requisite measurement for purposes of having the same verified, and the claim, as far as admissible, adjusted, if possible, before the expiry of ten days from the presentation of the bill. If the Contractor does not submit the bill with in the time fixed as aforesaid, the Senior Works Engineer may prepare a bill which shall be binding on the Contractor in all respects.



For PAA

Contractor

- 54. Completion drawings** The completion report of the work alongwith drawings on PAA prescribed proforma shall be submitted by the Contractors in five copies alongwith the final bill. In case of failure to submit the completion report and completion drawings by the Contractor on the basis of which the work has been finally completed, the final bill shall be withheld till their submission. The completion report and drawings should be complete in all respects. Works relating to maintenance do not come under the preview of this clause.
- 55. Final Bills** The final bill shall be submitted by the Contractor within one month from the date of completion of the work otherwise the Senior Works Engineer certificate of the measurement and of the total amount payable for the work accordingly shall be final and binding on all parties, and will not be called in question by any one.
- 56. Urgent repair** If by reason of any accident of failure or other event occurring to or in connection with the works or any part thereof during the Period of Maintenance any remedial or other work on repair shall in the opinion of the Senior Works Engineer or his representative is urgently necessary for security and the Contractor is unable or unwilling at once to do such work or repair, the Senior Works Engineer may be at his own or other workmen do such work or repair as the Senior Works Engineer or at his representative may consider necessary. If the work or repair so done by the Senior Works Engineer is work which in the opinion of PAA the Contractor was liable to do at it own expense, under the Contract, then all costs and charges properly incurred by the PAA, in so doing shall on demand be paid by the Contractor to the PAA or may be deducted by PAA from any money due or which may become due to the Contractor. Provided always that the Senior Works Engineer shall as soon as after the occurrence of any such emergency as may be reasonably practicable notify the Contractor in writing thereof.
- 57. Bribes, Commission etc.** Any bribe, commission gift or advantage given promised or offered by or on behalf of the Contractor or his partner, agent or servant or any one on his or their behalf to any officer, servant, representative or agent of the PAA or any person on its behalf in relation to obtaining or to the execution of this or any other Contract with the PAA shall in addition to any criminal liability, which he may incur, subject the Contractor to cancellation of this an all other Contracts and also to payment of any loss or damage resulting from such cancellation. Any question or dispute to the commission of any offence under this Clause shall be settled by the PAA, in such manner as it shall think fit and sufficient and its decision shall be final and conclusive.
- 58. Law governing the contract** This Contract shall be governed by the laws of Pakistan. Resort to court by either of the parties in respect of any dispute should be had only to an appropriate court within the limits and no other courts outside shall have the jurisdiction to hear any suit or any legal proceedings.


For PAA

Contractor

**59. Increase or
Decrease of
Cost.**

- a) The Contractor is deemed to have quoted rates and prices given in the Contract on the basis of certain specified materials and equipment prevailing on the date 28 days prior to the date of opening of the Tender. Applicable Basic Prices and Method of calculating price adjustment is given in Appendix to Tender.
- b) During the currency of the Contract, the Contractor shall be paid compensation for additional payments / expenses to which he may be exposed on account of changes/additions in the rates or quantum of prices of materials brought about by Government, Local Body and / or Govt. controlled/owned Corporation or Company applicable to the Contract, Similar, the Contractor shall be liable to re-imburse to PAA any savings which he may make on prices of materials because of any changes in the aforesaid fiscal policies.
- c) Adjustment shall be allowed only for the quantities of materials specified in Appendix to Tender which have actually been incorporated in the Permanent Works during the corresponding period of increase or decrease.
- d) Adjustment shall be allowed for the specified materials according to Note (1) in the Appendix to Tender.
- e) All Claims for additional payments under this Clause shall be lodged by the Contractor with the Engineer within such reasonable time from the date of occurrence of the event which, according to the Contractor, entitles him to such additional payments by PAA, but in no case after the expiry of 28 days thereof, such claims shall invariably be supported with all necessary/relevant/material details and particulars required for proper verification thereof and the Engineer shall be entitled to require the Contractor to provide such further details/information as may be required for due and effective verification of such claims.
- f) The Engineer shall verify and certify for payment, if any, all claims lodged by the Contractor under this Clause within a period not exceeding 28 days from the date on which the same are submitted by the Contractor as aforesaid.
- g) In case the Employer is entitled to recover from the Contractor any sum or sums under this Clause arising from any decrease in the said prices for materials, the provisions of this Clause shall mutatis mutandis apply to such recoveries by the Employer.
- h) If the Contractor fails to complete the works within the time for completion adjustment of prices therefore until the date of completion of the works shall be made using either the indices or prices, whichever are more favorable to the Employer, provided that if extension of time is granted the above provision shall apply only to adjustments made up to the expiry of such extension of time.

**60. Water Supply/
Power Supply
etc.**

The Contractor should make his own arrangement for water, power supply required for execution of work and nothing will be paid for the same, by the C.A.A.


For PAA

Contractor

60.1 Provided that in case water supply is allowed by the PAA to the Contractor from water mains passing through areas where the work is required to be carried out, the Contractor shall pay the cost of water to the deptt. at half percent (1/2%) of the total cost of work for drinking purpose and one percent (1%) of the total cost of the items of work involving use of water (that is for constructional purposes). The Contractor shall bear full charges for laying its water lines of all length and dia from the mains to the site of his underground tanks as he may require and construct for storage purposes at its own cost.

61. Abandonment of work by PAA.

PAA shall have the power to abandon any work whether in progress or otherwise and in such an event the Contractor shall have no claim for any compensation of any kind whatsoever from PAA except the actual cost of the work executed at the Site under the Contract for which the contract requires payment to be made.

62. Materials obtained from excavation & dismantling.

All materials (e.g. stone and other materials) obtained in the work of dismantling, excavation etc., will be considered PAA property and may be issued to Contractor (if they require the same for their own use) at rates approved by the Senior Works Engineer. If these materials are not required by them, they will be disposed off as found fit by the PAA.

63. Danger Signs to be provided by Contractor

Light and danger signs shall be provided by the Contractor wherever required at his own cost on the barriers as directed by the Senior Works Engineer.


For PAA

Contractor

SCHEDULE OF BASIC PRICES OF SPECIFIED MATERIALS**A) Basic Price Materials (To be filled by the tenderer)**

We confirm herewith that the following prices were prevailing on the day 28 days prior to the tender closing date and have been taken as a basis for quoting the prices given in our Tender.

Adjustment of increase/decrease in price shall only be admissible for the materials listed herein under:

| S.No. | Materials | Unit | Basic Price Ex-Factory/Works | Remarks | |
|-------|-------------------------------|-------|------------------------------|--|--|
| 1 | 2 | 3 | 4 | 5 | |
| 1. | i) Ordinary Portland Cement | M.Ton | Not applicable | The basis of the rate is the Monthly Statistical Bulletin issued by the Federal Bureau of Statistics, Islamabad. -- do -- | |
| | ii) Sulphate Resisting Cement | M.Ton | | | |
| 2. | Steel Reinforcement | M.Ton | | | -- do -- |
| 3. | Bitumen | | | | |
| | i) Grades 60/70 or 80/100 | M.Ton | | | The basis of the rate is the Monthly Statistical Bulletin issued by the Federal Bureau of Statistics, Islamabad. If not available then basis would be Pakistan National Refinery Attock or from an approved equivalent source. -- do -- |
| | ii) Cut Back Asphalt | M.Ton | | | -- do -- |
| | a) Medium Curing | M.Ton | | -- do -- | |
| | b) Rapid Curing | M.Ton | | -- do -- | |

- 1) If the price paid by the Contractor for any of the Specified Materials shall differ from the basic thereof and shall cause an increase or decrease of cost to the Contractor in carrying out the Contract, the increase or decrease of such cost shall be added to or deducted from the Contract Price shall be computed on the basis of quantities actually measured and certified for payment. Any fluctuation in the prices of materials other than the Specified Materials shall not be subject to adjustment of the Contract Price.


For PAA

Contractor

- 2) The Tenders shall submit satisfactory documentary evidence in support of the rates and prices filled up in this Appendix.

We agree that price variation in the above listed basic prices during the currency of the Contract will be adjusted only to the extent as stipulated under the Conditions of Contract.

Authorized
Signatures

Name

Seal

Date



For PAA

Contractor

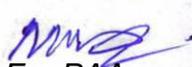
(PART III)

Schedule showing (approximately) materials to be supplied by the PAA under Clause 52 of the conditions of the Contract or for work contracted to be executed and the rates at which they are to be charged for

| Particulars | Rate at which the material shall be charged to the Contractor | | Place of Delivery |
|-------------|---|-----|-------------------|
| | Unit | Rs. | |

Not applicable

Note: The person or firm submitting the tender should see that the rates in the above schedule are filled up by the Engineer on the issue of the form prior to the submission of the tender.


For PAA

Contractor

FORM OF LETTER FOR ACCEPTANCE OF TENDER

Re: Construction.....
.....
.....
.....

Dear Sirs,

I am to inform you that your Tender No..... dated..... for the work cited above has been accepted subject to the Conditions and Special Conditions under which you tendered and on the terms as to the period of completion.

2. This acceptance is subject to your:

- i) furnishing an irrevocable Performance Bond from a Approved Bank in sum of Rs.....with in days from the date of this letter;
- ii) executing the formal Agreement within 10 days of the date of this letter;
- iii) commencing the work within 15 days of the issue of the order to commence the work.

3. Please acknowledge of this letter of Acceptance of Tender,

Yours faithfully,


For PAA

Contractor

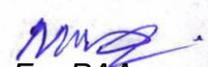
PERFORMANCE BOND GUARANTEE

Guarantee No:
Date of Issue:
Amount of Guarantee:
Date of expiry:

By this Bond We.....
(hereinafter called "*THE SURETY*"), (1) do hereby bind ourselves and our successors and assign jointly and severally by these presents to pay to the *PAKISTAN AIRPORTS AIRPORTS, KARACHI* (hereinafter referred to as the PAA which term shall include his successors in office and assigns) unconditionally on demand and without further question, the sum of Rs.....(Rupees.....), sealed with our respective seal and dated this

WHEREAS, M/s.
(hereinafter referred to as "*THE CONTRACTOR*") by an agreement made between the PAA of the one part and the Contractor of the part have entered into a Contract hereinafter called "Said Contract" for the Construction, completion and maintenance of” as therein mentioned in conformity with the provisions of the said contract and the sum mentioned in the above written Bond represent the amount of Performance Bond to be furnished by the Contractor for due fulfillment of obligations under the said Contract:

NOW THE CONDITION OF the above written Bond is such that if the Contractor shall duly perform & observe all the terms, provisions, conditions & stipulations of the said Contractor on the Contractor’s part to be performed & observed according to the true purpose, intent & meaning hereof as determined by the PAA who shall be the sole judge in the matter, or if on default by the Contractor for which the PAA shall be sole judge the Sureties/Surety shall pay the amount of this Bond to PAA without reference to the Contract, then this obligation shall be null and void but otherwise shall be and remain in full force and effect but no alteration in terms of the said Contract made by agreement, between the PAA and the Contractor or in the text or nature of the works to be constructed, completed and maintained there under and no allowance of time by PAA under the said Contract nor any forbearance or forgiveness in or in respect of any matter or thing concerning the said Contract on the part of the PAA shall in any way release the Sureties/Surety from any liability under the above written Bond.


For PAA

Contractor

AND WE agree that this Bond shall be irrevocable and the Guarantee hereby given shall be valid up toand that a Certificate signed by the Director Works & Development / General Manager Works of the Pakistan airports, stating that the Bond has become due will be sufficient proof of its forfeiture and we shall pay the amount so demanded without, any further proof of any kind and that the payment shall be made by us forthwith on the receipt of the Certificate of the Director Works & Development /General Manager Works Circle as aforesaid.

Notwithstanding anything contained hereinabove, the Bank's liability under this Guarantee shall in no event exceed the sum of Rs..... (Rupees.....), and this guarantee shall remain valid uptowhereafter the Bank shall be completely discharged and released from all its liabilities hereunder unless a claim is received before the aforesaid expiry date.

Signed, sealed and delivered by the said in the presences of:

For and on behalf of
M/s

For and on behalf of

CONTRACTOR

SURETY

WITNESSES:

1. Signature.

1. Signature.

Name.

Name.

Address.

Address.


For PAA

Contractor

**MOBILIZATION ADVANCE GUARANTEE
(Bank Guarantee)**

Guarantee No. _____

Date _____

WHEREAS _____ (hereinafter called PAA) has entered into a Contract with Constructor (hereinafter called the "Contractor") for

AND WHEREAS, PAA has agreed to advance to the Contractor, at the Contractor's request an amount of Rupees _____ (Rs. _____), which amount shall be advance to the Contractor as per provisions of the Contract.

AND WHEREAS, PAA has asked the Contractor to furnish guarantee for performance of his obligations under the said Contract.

AND WHEREAS, _____ (hereinafter called the "Guarantor") at the request of the Contractor and in consideration of the Employer agreeing to make the above advance to the Contractor, has agreed to furnish the said Guarantee.

NOW, THEREFORE, the Guarantor hereby guarantees that the Contractor shall use the advance for the purpose of above mentioned Contract and if he fails and commits default in fulfillment of any of his obligations for which the advance payment is made, the Guarantor shall be liable to PAA for payment not exceeding the aforementioned amount.

Notice in writing of any default, of which the PAA shall be the sole and final judge, on the part of the Contractor, shall be given by the PAA to the Guarantor, and on such first written demand, payment shall be made by the Guarantor forthwith of all sums then due under this Guarantee as determined by the PAA without any reference to the Contractor and without any objection.

This Guarantee shall remain in force until the advance is fully adjusted against payments from the Interim Payment Certificates of the Contractor or until (Date) _____ whichever is earlier.

The Guarantor's liability under, this Guarantee shall not in any case exceed the sum of Rupees _____ (Rs. _____).

This Guarantee which is unconditional and irrevocable, shall remain valid upto the aforesaid date and shall be null and void after the aforesaid date or earlier if the advance made to the Contractor is fully adjusted against payments from Interim Payments Certificates of the Contractor provided that the Guarantor agrees that the aforesaid period of validity shall be deemed to be extended if on the above mentioned date the advance payment is not fully adjusted as payments from Interim Payment certificates of the Contractor.

GUARANTOR

For _____
(Bank Limited)

1. Signature _____
2. Name _____
3. Title _____



For PAA

Contractor



**HSE MANUAL FOR PAA CONTRACTORS,
SUPPLIERS & CONCESSIONAIRES**

MANUAL

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

15/03/2017

MNL-002-MSXX-2.0


For PAA

Contractor

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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 PAA. 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 PAA or on the areas under PAA's jurisdiction

1.2 PAA 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 PAA 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. PAA will require Contractors and Sub-contractors to advise such personnel of their safety responsibilities. Contractors / Suppliers / Concessionaires shall also provide PAA 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 PAA Employee) shall be responsible for the on-site implementation of HSE requirements by the contractors and their officials / workers. He shall also be responsible to record on-site management activities and meetings specific to the HSE issues.
- 1.3.1.5 **Deputy Management Representatives (DMRs)** shall be responsible to oversee the implementation and effectiveness of this manual at their respective Airports / ATS Units / Locations.
- 1.3.1.6 The concerned **Directors / Additional Directors / Airport Managers / Chief Operations Officers / Location Heads / Sectional Heads**, involved / engaged in the purchase of materials, services and contracts (including sub-contracts, if any), shall ensure incorporation of specific clause(s) on Safety, Health & Environment in the contract agreements or their renewals / bid invitation documents indicating the need for compliance with the detailed guidelines as outlined in this manual.

- 1.3.1.7 All Safety, Health and Environment requirements contained in this manual shall also be made part of the bid invitation documents / contracts.
- 1.3.1.8 Any specific requirements not covered in this manual and in the existing HSE clause of the contract / lease agreement may be specified in the contract / lease documents by the respective PAA functions, in consultation with Additional Director SQMS (REG/CF), Additional Director SQMS (ANS/APS) at HQPAA and concerned DMRs at Airports / ATS Units / Locations. These may include but not limited to:
- a. Working procedures
 - b. Risk / impact assessment of the job
 - c. Requirements of transporting carrier, machinery / equipment and tools
 - d. Handling / packaging identification requirements
 - e. Information about the product composition
 - f. Compliance to the related Safety, Health & Environment procedures for performing the activity
 - g. Usage of Personal Protective Equipment (PPE)
 - h. Competence / training requirements of workers
 - i. Handling and disposal of waste, etc
 - j. The need to obtain Permit To Work (PTW), where required
 - k. Emergency procedures
 - l. Accident / incident reporting
 - m. Legal requirements
- 1.3.1.9 The **concerned Directors / Additional Directors / Airport Managers / Chief Operations Officers / Location Heads / Sectional Heads** may ask the supplier / contractor / concessionaire to carry out a **risk assessment** before awarding a contract for high-risk tasks, where applicable.

1.3.2 ONSITE MANAGEMENT OF CONTRACTORS FOR MEGA / MAJOR PROJECTS:

- 1.3.2.1 The **concerned DDGs / Directors / Additional Directors / Airport Managers / Chief Operations Officers / Location Heads / Sectional Heads** shall ask the contractor / supplier / concessionaire to designate a **Safety Officer** wherever applicable, depending upon the quantum of contract, who shall be the focal person and responsible for on-site implementation of HSE requirements on part of contractors / suppliers / concessionaires. For Contracts / Agreements of smaller quantum, the contractor / supplier / concessionaire shall be directly responsible in this regard without having the need to designate such representatives.
- 1.3.2.2 The **concerned Directors / Additional Directors / Airport Managers / Chief Operations Officers / Location Heads / Sectional Heads** shall be responsible to nominate a representative (**Contract Coordinator**) for on-site management of contractors for mega / major projects. The contract coordinator / representative shall monitor the HSE compliance by the contractor / supplier. This includes monitoring of:
- a. Controls to prevent HSE risks
 - b. Contractor equipment for appropriateness
 - c. Compliance of work procedures
 - d. Waste Disposal & Record keeping

- e. Compliance of regulatory requirements, to this HSE Manual or their own HSE Manual(s) if exceeding the requirement stipulated by the PAA 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 HQPAA and concerned Section at airports / locations for checking HSE compliance. IAR (Improvement Action Report) on **PAAF-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 PAA'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 PAAO 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 PAA's Official Website www.PAApakistan.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 PAA official(s) designated by the OPI and/or Representative(s) of PAA's SQMS team.

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

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



Chapter 2

GENERAL INFORMATION

2.1 BASIC SAFETY & SECURITY RESTRAINTS

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

- 2.1.1.1 Possession or use of alcoholic beverages or illegal drugs.
- 2.1.1.2 Possession of un-authorized explosives, firearms, ammunition, and other weapons.
- 2.1.1.3 Violation of any safety or security rules or requirements as laid down in **Part VIII, Section 10 of CARs, 94 (Rule 92-110).**
- 2.1.1.4 Illegal dumping, handling, or disposal of hazardous materials.
- 2.1.1.5 Demolition or removal, without written permission, of any property belonging to PAA.
- 2.1.1.6 Intimidating, threatening, harassing, impeding or interfering with PAA 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 PAA contractors, suppliers or concessionaires shall obtain prior approval for PTW from PAA's authorized / designated official(s) and follow all the safety requirements, precautions, controls of PPEs classified as PTW related tasks as any of the operations mentioned below may present a hazard to people, property and environment.

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



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

2.3 PERFORMANCE MONITORING

- 2.3.1 The Contractors / Suppliers / Concessionaires shall monitor HSE performance of their employees and activities.
- 2.3.2 They shall in addition monitor all those performance monitoring actions agreed between PAA 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 PAA authorized / designated officials.
- 2.5.3 Every incident / accident happened during execution of contractors work shall properly be analyzed as per **PAA0-015-MSXX** and if fall in Major / Catastrophic categories be published / mentioned in IOU report by the OPI Section / Branch.

Chapter 3

HAZARDOUS WASTE

3.1 HAZARDOUS WASTE MANAGEMENT

- 3.1.1 Hazardous waste generated by a Contractor / Supplier / Concessionaire as part of its work must be properly identified, stored and disposed in accordance with applicable laws / rules / regulations. The Contractor / Supplier / Concessionaire must coordinate with PAA 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 PAA. This may relate to PAA's own waste that is periodically removed for further disposal purposes, or waste created by Contractor / Supplier / Concessionaire while performing a task at PAA premises / areas under PAA'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 PAA'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 PAA property shall be conducted in accordance with PAA 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 PAA'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 PAA'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 PAA'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 PAA 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.



HSE MANUAL FOR PAA CONTRACTORS, SUPPLIERS & CONCESSIONAIRES

- 3.9.2 No solvents, paints, or similar flammable, toxic, or irritating materials shall be used in PAA premises / areas under the jurisdiction of PAA unless specifically authorized by PAA.
- 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 PAA. 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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For PAA

Contractor

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 PAA, it must immediately bring the space to the attention of the PAA's authorized / designated official(s), and delays entry until the space is examined by the PAA's authorized / designated official
- 4.1.2 When PAA 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 PAA personnel before entry.
- 4.1.3 Prior coordination shall also be required on entering a confined space with or without a PAA employee

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

- 4.2.1 As part of PAA'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 PAA'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 PAA 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 PAA'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

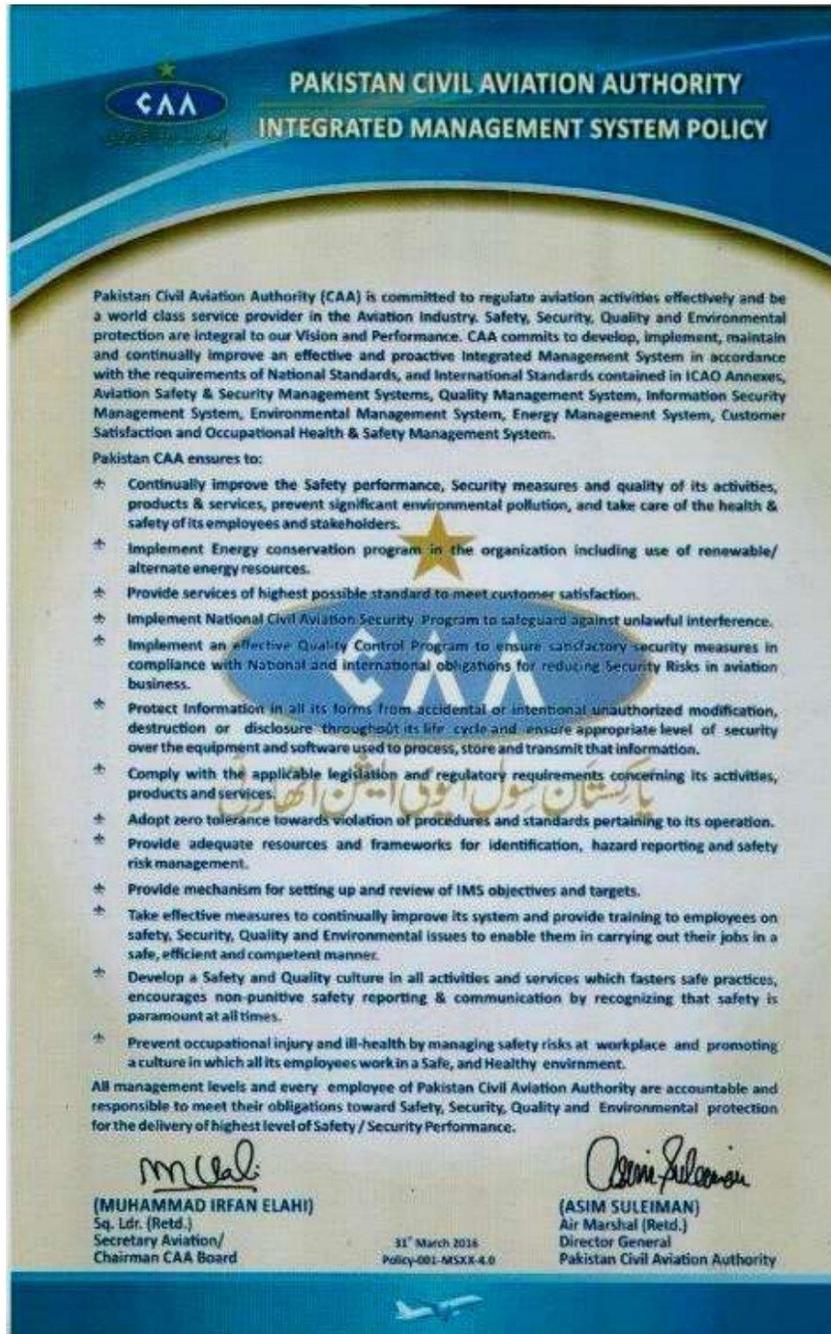
The Contractors / Suppliers / Concessionaires shall ensure the following:

- 4.5.1 Obtain PTW.
- 4.5.2 Inform PAA'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 PAA 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.

APPENDIX-A



PAKISTAN CIVIL AVIATION AUTHORITY
INTEGRATED MANAGEMENT SYSTEM POLICY

Pakistan Civil Aviation Authority (CAA) is committed to regulate aviation activities effectively and be a world class service provider in the Aviation Industry. Safety, Security, Quality and Environmental protection are integral to our Vision and Performance. CAA commits to develop, implement, maintain and continually improve an effective and proactive Integrated Management System in accordance with the requirements of National Standards, and International Standards contained in ICAO Annexes, Aviation Safety & Security Management Systems, Quality Management System, Information Security Management System, Environmental Management System, Energy Management System, Customer Satisfaction and Occupational Health & Safety Management System.

Pakistan CAA ensures to:

- * Continually improve the Safety performance, Security measures and quality of its activities, products & services, prevent significant environmental pollution, and take care of the health & safety of its employees and stakeholders.
- * Implement Energy conservation program in the organization including use of renewable/ alternate energy resources.
- * Provide services of highest possible standard to meet customer satisfaction.
- * Implement National Civil Aviation Security Program to safeguard against unlawful interference.
- * Implement an effective Quality Control Program to ensure satisfactory security measures in compliance with National and International obligations for reducing Security Risks in aviation business.
- * Protect information in all its forms from accidental or intentional unauthorized modification, destruction or disclosure throughout its life cycle and ensure appropriate level of security over the equipment and software used to process, store and transmit that information.
- * Comply with the applicable legislation and regulatory requirements concerning its activities, products and services.
- * Adopt zero tolerance towards violation of procedures and standards pertaining to its operation.
- * Provide adequate resources and frameworks for identification, hazard reporting and safety risk management.
- * Provide mechanism for setting up and review of IMS objectives and targets.
- * Take effective measures to continually improve its system and provide training to employees on safety, Security, Quality and Environmental issues to enable them in carrying out their jobs in a safe, efficient and competent manner.
- * Develop a Safety and Quality culture in all activities and services which fasters safe practices, encourages non-punitive safety reporting & communication by recognizing that safety is paramount at all times.
- * Prevent occupational injury and ill-health by managing safety risks at workplace and promoting a culture in which all its employees work in a Safe, and Healthy environment.

All management levels and every employee of Pakistan Civil Aviation Authority are accountable and responsible to meet their obligations toward Safety, Security, Quality and Environmental protection for the delivery of highest level of Safety / Security Performance.

Muhammad Irfan Elahi
(MUHAMMAD IRFAN ELAHI)
Sq. Ldr. (Retd.)
Secretary Aviation/
Chairman CAA Board

31st March 2016
Policy-001-MSXX-4.0

Asim Suleiman
(ASIM SULEIMAN)
Air Marshal (Retd.)
Director General
Pakistan Civil Aviation Authority

Muhammad Irfan Elahi
For PAA

Contractor

APPENDIX-B



 پاکستان سول ایئرپورٹ اتھارٹی

آئی ایم ایس پالیسی

ادارہ شماری ہواپازی پاکستان ملک میں تمام شماری ہواپازی سے متعلق سرگرمیوں کو مربوط کرنے اور ہواپازی کی صنعت کو بین الاقوامی معیار پر لانے کے لیے پر عزم ہے۔ مخلوط سطر، مسافروں کا تحفظ، اعلیٰ کارکردگی اور باعلاجیاتی تحفظ ہمارے نصب العین اور کارکردگی کا حصہ ہے۔ ادارہ شماری ہواپازی ملک میں ایک ایسے مربوط نظام جو کہ بین الاقوامی ادارہ شماری ہواپازی کے قوانین، ہواپازی کی صنعت کے تحفظ اور حفاظت، معیاری کارکردگی، معلومات و ماحولیات کے تحفظ، توانائی کے بچاؤ، مسافروں کے حقوق اور ان کے اطمینان اور پیشہ وارانہ صحت اور تحفظ پر مشتمل ہے، قومی اور بین الاقوامی معیار کی مطلوبہ شرطوں پر مبنی ہے۔ ہمارے ارکانہ اطلاع و تسلسل اور بروعدت بہتری کے جذبہ پر قائم ہے۔ ادارہ شماری ہواپازی پاکستان متحدہ طور پر امور کو چلتی جاتی ہے۔

کارکردگی کو مسلسل بہتر بنانا، ماحولیات، اقدامات کو معیاری بنانا، مصنوعات اور خدمات فراہم کرنا، ماحولیات کی آلودگی کو روکنا، نئے طرز میں اور شراکت داروں کی صحت اور حفاظت کا خیال رکھنا۔

قابل تجدید / قابل توانائی کے وسائل کے استعمال کے ساتھ ساتھ توانائی کے تحفظ پر عمل درآمد کرنا۔

صارفین کے اطمینان پر پورا اترنے کے لیے اعلیٰ ترین خدمات کا معیار قائم کرنا۔

غیر قانونی مداخلت سے محفوظ رہنے کے لیے قومی اور بین الاقوامی معیار کے ساتھ کام کا اہتمام کرنا۔

ایک ایسے موثر محفوظ نظام کا اطلاق کرنا جو کہ ہواپازی کی صنعت میں تحفظ سے متعلق خدمات کو بہتر کرنے کے لیے قومی و بین الاقوامی ذمہ داریوں کے تحت تحفظ کے لیے عملی پیش اور چلتی جاتی ہے۔

ہواپازی کی صنعت میں اطلاعات کی ترسیل کو بہتر کرنے کے سوا، اور نئے اقدامات سے بروعدت محفوظ بنانا اور تمام اقدامات بروعدت و سہولت کے اہتمام کی وجہ سے چلنے والے ہونا۔

اپنی سرگرمیوں و خدمات پر لاگو تمام قوانین کی پاسداری کرنا اور قوانین و ضوابط کی تعمیل کرنا۔

اپنے کام کے سطر لینے اور معیار کی حفاظت و برتری کے سوا، ہمارے تمام اقدامات کے اصول پر قائم رہنا۔

خطرات کی آگاہی و شناخت اور ان سے تحفظ کے درجہ کے انتظام کے لیے مناسب وسائل فراہم کرنا۔

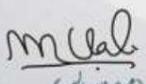
مربوط نظام کے مٹا سدا و اجاف کے تعین اور ان پر نظر ثانی کا طریقہ کار واضح کرنا۔

اپنے نظام کی بہتری کے لیے مسلسل موثر اقدامات کرنا اور نئے طرز میں کو اعلیٰ معیار، ماحولیات، حفاظت اور تحفظ کے بارے میں ترین فراہم کرنا تاکہ اپنی مہارت سے اپنی پیشہ وارانہ ذمہ داریوں سے ہمہ تن وابستہ ہو سکیں۔

تمام سرگرمیوں اور خدمات کی فراہمی میں معیار اور تحفظ پر اپنی ایک ایسے قانون کو فروغ دینا جو کہ محفوظ طریقہ کار میں غیر جانبداری، ماحولیات، پورنگ اور ترسیل کی اصول و ضوابط کی سہولت کے بلکہ یہ بھی تسلیم کر کے چلتی جاتی ہے۔

فراہم کنندگی کی ادائیگی کے دوران ہونے والے ناگہانی حادثات اور بیماریوں سے بچاؤ کے لیے معقولہ کوششیں کرنا اور ایک ایسے قانون کو فروغ دینا جس میں ملازمین محفوظ اور صحت مند ماحول میں کام کریں۔

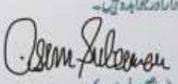
پاکستان شماری ہواپازی کے تمام بین الاقوامی اداروں میں اعلیٰ معیار، تحفظ و حفاظت اور باعلاجیاتی تحفظ کے لیے اعلیٰ درجہ کی معیاری اور تحفظ پر مبنی خدمات فراہم دینے کے سوا دارا و رعایا ہے۔



 (محمد عرفان اعلیٰ)

 اسکاؤٹ اینڈ ریٹائرڈ

 سیکرٹری ایئرپورٹ اتھارٹی، ایئرپورٹ سٹی اسے پورڈ



 (عاصم سلیمان)

 ایئر مارشل (ریٹائرڈ)

 ڈائریکٹر جنرل پاکستان سول ایئرپورٹ اتھارٹی

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