

Government of Pakistan
Cabinet Secretariat
(Cabinet Division)

RE-TENDER NOTICE

Cabinet Division invites bids for the appointment of a Clearing Agent & Freight Forwarder for the clearance of consignments of 6 Aviation Squadron, Cabinet Division, Islamabad (on as and when required basis). The sealed envelopes may be dropped in the sealed tender box placed at the reception of Cabinet Division by 11:00 am on **(11.03.2024)**. Technical proposals will be opened at 11:30 a.m on the same day in the presence of available representatives of the bidders.

2. The bidding document containing terms and conditions, instructions to bidders, and bid evaluation criteria including bid declaration & contract forms can be obtained from the office of the undersigned on any working day before the closing date. The bidding document can also be downloaded from the following websites:-

- | | |
|---|--|
| i. Cabinet Division | www.cabinet.gov.pk |
| ii. Public Procurement Regulatory Authority | www.ppra.org.pk |

3. Cabinet Division may reject any or all bids / proposals any time prior to acceptance. The ground for rejection of bid or proposal shall be communicated to the bidder upon request without giving justification thereof. Results of bid evaluation shall be announced in accordance with rules 35 of Public Procurement Rules, 2004.


Section Officer (Sqn)
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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
(CABINET DIVISION)

Subject: **BIDDING DOCUMENTS FOR APPOINTMENT OF CLEARING AGENT**

TERMS AND CONDITIONS

- i) Cabinet Division will follow single stage two envelop process in accordance with Rule 36(b) of PPRA Rules, 2004. The bid shall comprise a single package containing two separate envelopes. Each envelop shall contain separately the financial proposal and the technical proposal. Each envelope containing the respective proposal should be clearly marked with "Technical Proposal" and "Financial Proposal".
- ii) The Company should have minimum experience of three years in clearance and freight forwarding business and should have its registration with SECP as private limited company.
- iii) Interested Company should have a regular place of business with telephone and email address and must provide proof of their existence in the particular business for not less than 3 years.
- iv) The Company must be capable of customs clearance and freight forwarding worldwide and the clearance of consignments on freight collection and clearance of consignments quickly, particularly in cases of urgency.
- v) The Company should be financially sound to make payments for freight charges on collection of shipments, insurance charges from NICL, duties etc. on behalf of Cabinet Division. Financial statements for the last three years should be attached with the technical bids.
- vi) The Company should have experience of handling shipments of Strategic/ Defense related Organizations, Embassies and Foreign Missions and should be security-wise cleared by Defence Forces to handle sensitive shipments. **Proof of security clearance must be attached with the technical bid.**
- vii) The Company should be certified by Aviation Authorities for handling freight forwarding and Customs Clearance of Aviation equipment with minimum experience of three years. Documentary proof must be provided alongwith technical bid.
- viii) The Company should provide documentary proof that freight forwarding all over the world (outward and inward flow) will be smooth and the company has some written contracts/working experience as partners with foreign renowned multinational companies for freight forwarding and customs clearance.
- ix) A list of local clientele with written agreements as proof and with foreign companies as partners or associates should be provided.
- x) A statement showing presence of company in different parts of country (own offices or association) with documentary proof.
- xi) A statement showing international presence of company (own office or association) with documentary proof.
- xii) In case of unsatisfactory service in any manner including quality and timeline, the bid security / earnest money will be forfeited and contract will be partially / fully cancelled which may lead to blacklisting of the Company.


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- xiii) The Company should attach all the documents mentioned in “instructions to bidders” Para-6 (a to m) with the technical proposal for participation in bidding process. :-
- xiv) Bids not accompanied by bid security / earnest money will not be entertained.
- xv) Bid security / earnest money of successful bidders will be retained as security deposit till expiry of the contract period and that of the rest will be returned.
- xvi) No cutting /overwriting in the bids will be accepted.
- xvii) Bidders do not have the option of submitting their bids electronically. Unsealed bids will not be entertained / received.
- xviii) Deadline for the submission of bids is **11.03.2024** till 1100 hours
- xix) Bids received after the due date and time will not be entertained.
- xx) The financial bids of only technically qualified bidders will be opened. Financial Bids of technically unsuccessful bidders will be returned unopened.
- xxi) Minimum threshold for qualification of the technical bids will be 60% marks (on overall basis) as per criteria for technical evaluation.
- xxii) From amongst the technically qualified bidders, the Cabinet Division will accept **most advantageous bid** (based on least cost only) as per Rules 38 of PPRA Rules, 2004.
- xxiii) Successful bidder shall sign a formal agreement (specimen attached).
- xxiv) The bidding document can also be downloaded from the websites of Cabinet Division and PPRA.
- xxv) It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the bid will not be entertained.
- xxvi) Company should preferably be member of International Federation of Freight Forwarders Associations (FIATA) or International Air Transport Association (IATA), to handle the shipments at Global Level.
- xxvii) The company should preferably be certified Dangerous Goods handler by IATA to handle the consignment smoothly and without hindrance.
- xxviii) The Company should preferably be ISO certified as a Freight Forwarder and Custom Clearing agent.
- xxix) The Cabinet Division may reject any or all bids / proposals any time prior to acceptance. The ground for rejection of bid or proposal shall be communicated to the bidder upon request without giving justification thereof. Results of bid evaluation shall be announced in accordance with rule 35 of Public Procurement Rules, 2004.
- xxx) The decision of the Cabinet Division would be final and binding on all matters relating to this tender.



INSTRUCTIONS TO BIDDERS

1. Bidders must read carefully and comply all terms and conditions given in the bidding documents.
2. The sealed envelopes may be dropped in the sealed tender box placed at the reception of Cabinet Division by 11.00 Hours on **11.03.2024**.
3. The technical proposals will be opened at 1130 Hours on the same day in the presence of the bidders or their representatives who may choose to be present.
4. In case of public holiday on the bid opening date mentioned above, the bids will be opened on the very next working day.
5. Technical & Financial bids must be in two different sealed envelopes.
6. **The technical bid must contain following documents / information:-**
 - a) Pay order of Rs. 400,000/- (Rupees four Hundred Thousand only).
 - b) Registration and security wise clearance (Security Clearance Certificate) with Strategic / Defense related Organizations.
 - c) Company profile.
 - d) List of customers.
 - e) Valid certificate of registration/ clearing agent's license issued by Customs Department
 - f) Active NTN and valid Sales Tax Certificates.
 - g) Valid membership Certificate with Chamber of Commerce and Industry.
 - h) Valid Membership certificate of Pakistan International Freight Forwarding Association.
 - i) Valid registration with Securities & Exchange Commission of Pakistan (SECP).
 - j) Agreements / Contracts with International Companies along with detail of foreign set up of the company, if any.
 - k) Proof of working with foreign missions.
 - l) Proof of sound financial position (last three year financial statement alongwith 03 years average turnover).
 - m) Bid declaration form on Stamp paper of Rs.20/- at prescribed format attached with bidding documents.
7. Financial proposal may offer the rates of service charges for clearance of consignments in terms of percentage of its Cost, Insurance & Freight (CI&F) value indicating minimum as well as maximum limits thereof and charges for transportation of consignment between 6 Aviation Squadron and Airport.
8. Financial bids are required to be submitted on the prescribed format given in the bidding document.



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Bid Declaration Form
(On stamp paper of Rs.20/-)

1. Name of Interested Firm: _____

2. CNIC #: _____
(please attach copy of owner's CNIC)

3. NTN #: _____
(please attach copy of NTN Certificate)

4. Customs Registration _____
(please attach copy of Registration)

5. Value of Earnest Money
Rs. _____
(In words) _____

6. Contact Number : _____

7. Postal Address : _____

8. Email Address _____

Declaration: I certify that, to the best of my knowledge and belief, all the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated. The firm has not been blacklisted by any Ministry / Division or Government Department / Organization. Moreover, I hereby declare that all the terms and conditions of the bidding document are accepted.

(Sign & stamp)

(Attested)

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FORMAT OF FINANCIAL PROPOSAL

S#	Description	Rate
1.	Customs Clearance Service Charges minimum OR Cost, Insurance & Freight (CI&F) Value in terms of %age but maximum up to Rs.250,000/-.	Rs. Rs.
2.	Labour Charges	Rs.
3.	Transport (Between Islamabad Airport and 6 Aviation Squadron Islamabad Heliport) a. Suzuki Pickup b. Shehzore c. Mazda Truck d. 20 Ft flat Body truck e. 20 Ft Container f. 40 Ft. Trailer g. 40 Ft. Trailer with Container	Rs. Rs. Rs. Rs. Rs. Rs. Rs.
4.	Transport (Between Lahore Airport and 6 Aviation Squadron Islamabad Heliport) a. Suzuki Pickup b. Shehzore c. Mazda Truck d. 20 Ft flat Body truck e. 20 Ft Container f. 40 Ft. Trailer g. 40 Ft. Trailer with Container	Rs. Rs. Rs. Rs. Rs. Rs. Rs.
5.	Transport (Between Karachi Airport/port and 6 Aviation Squadron Islamabad Heliport) a. Suzuki Pickup b. Shehzore c. Mazda Truck d. 20 Ft flat Body truck e. 20 Ft Container f. 40 Ft. Trailer g. 40 Ft. Trailer with Container	Rs. Rs. Rs. Rs. Rs. Rs. Rs.
6.	<u>Air Freight -Import Rates</u> <u>Origin and Destination</u> USA to Islamabad Montreal (Canada) to Islamabad Milan (Italy) to Islamabad Netherlands to Islamabad Singapore to Islamabad Abu Dhabi to Islamabad <u>Air Freight -Export Rates</u> <u>Origin and Destination</u> Islamabad to USA Islamabad to Montreal (Canada) Islamabad to Milan (Italy) Islamabad to Netherlands Islamabad to Singapore Islamabad to Abu Dhabi	Rate as per Weight (KG) ≤ 50 ≤ 100 ≤ 300 ≤ 500 ≤ 1000 (In foreign currency) Rate as per Weight (KG) ≤ 50 ≤ 100 ≤ 300 ≤ 500 ≤ 1000 (In PKR)

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AGREEMENT FORM

Contract No.1/7/2005-Sqn

Dated _____, 2024

Subject:- **AGREEMENT FOR APPOINTMENT OF CLEARING AGENT AND FREIGHT FORWARDER**

This Agreement is made at on this day of between the Government of Pakistan through the Cabinet Division (hereinafter referred as "the Cabinet Division") AND M/s(hereinafter referred as the "Company"), who HAVE Agreed as follows:-

TERMS & CONDITIONS

- i) The tenure of appointment of the Clearing Agent & Freight Forwarder (the Company) shall be two years from the date of effectiveness of this Agreement (extendable for another one year through written mutual consent of the Parties).
- ii) The Company shall require to deposit a sum of Rs.400,000/- (Rupees four Hundred Thousand only) in favour of the DDO, Cabinet Division in the shape of call deposit as Performance Guarantee which will be refundable on the successful completion of the services and related matters under this Agreement.
- iii) The Company shall be responsible for clearance of consignments within the shortest possible time and free period allowed by the PIA / other airlines / Customs authorities.
- iv) The Company shall get the shipments cleared at Islamabad Airport and shall also extend its services for shipping back / exporting and transporting consignments countrywide whenever and wherever required by the Cabinet Division.
- v) The Company shall be responsible to deliver the consignments, soon after clearance, at 6 Aviation Squadron, near Sports Complex, Islamabad. The Company shall also be responsible for transportation of the helicopter components from 6 Aviation Squadron to Airport in case of export / shipping back or hauling of helicopter (whole or parts) from and to 6 Aviation Squadron to any other Army Aviation base located in Rawalpindi / Islamabad.
- vi) The Company shall obtain copies of necessary documents from 6 Aviation Squadron and get them endorsed from concerned bank maintaining LC (as and when required) for timely release of each and every consignment to avoid levy of demurrage charges.
- vii) The Company shall provide the services for import shipments from door to door (from any country to Pakistan including collection of consignments from ex-work), customs clearance at foreign airport, booking of consignments from the country of origin to Islamabad and then customs clearance mainly at Islamabad airport, if not possible at Islamabad airport then, at Lahore / Karachi airports and to delivery at 6 Aviation Squadron.
- viii) The Company shall carefully prepare bill(s) of entries to facilitate foreign exchange conversion, classify goods properly and ensure that Customs Duty etc. is charged at the correct rate.

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- ix) The Company shall keep the 6 Aviation Squadron, Cabinet Division informed of the possible delay in clearance or any difficulty that may be faced in the course of clearance, and the financial implication related thereto.
- x) The Company shall submit a fortnightly progress report to 6 Aviation Squadron, Cabinet Division in respect of all consignments cleared / under clearance.
- xi) The Company shall bear demurrage / penalties that may be imposed by the concerned agency due to negligence or inefficiency on the part of the Company and / or loss caused owing to mishandling of consignments by the Company.
- xii) The Income Tax and Sales Tax shall be deducted at source from the bill of the Company as per Government rules unless an exemption certificate from the appropriate authority is produced.
- xiii) The rate of service charges quoted by the Company are inclusive of the taxes, charges of documentation, bill of entry, processing of custom examination of Cargo, opening and closing of carton packages and other such services.
- xiv) The company shall be responsible for handling, preparation, submission and release of indemnity bonds from custom authorities (within the prescribed time).w.r.t the export/ re-import of the spare parts for repair shipments.
- xv) All taxes / duties on import and export (except it has specific exemption) for repair of spare parts / components will be borne by the Cabinet Division.
- xvi) Other charges concerning the consignments like Civil Aviation charges, Airline storage charges, Cargo charges of International Airlines insurance charges, Government Taxes, loading / unloading charges at Airport shall be paid by the Cabinet Division at actual as per original and verified receipts of the Company.
- xvii) The Company shall claim transportation charges reflected on its invoice/bill bearing tax and registration numbers (No voucher other than the Company's own will be acceptable).
- xviii) All insurance should only be made by NICL as per agreed rated between Cabinet Division and NICL.
- xix) The term ex-work should be clarified alongwith shipper location, for calculation of ex-work cost.
- xx) The Company shall claim charges @ 1.5% maximum against the freight paid (if any).
- xxi) In case of Dangerous Goods Regulation (DGR) cargo(s) prior approval should be taken if extra charges are involved.
- xxii) In case of any dispute between the Company and the Cabinet Division, the Secretary Law & Justice Division, Government of Pakistan or his nominee shall act as the sole arbitrator, whose decisions and award shall be final and binding on the Parties.



- xxiii) In case of pandemic or any force majeure the Master Airway Bill (MAWB) / Original bills will be submitted subject to concurrence, prior approval of Cabinet Division.
- xxiv) This Agreement shall become effective from the date of signatures.

The Company:
M/s.....

CABINET DIVISION
(.....)

Witness:

Witness:

