



**NATIONAL HIGHWAY AUTHORITY**

Ministry of Communications  
Government of Pakistan



**BIDDING DOCUMENT**

**FOR**

**OPERATION, MANAGEMENT AND MAINTENANCE**  
**OF BUS BAYS WITH PROVISION OF PUBLIC**  
**FACILITIES**

\_\_\_\_\_ **Bus Bay**

**YEAR 2021-2023**

# **NATIONAL HIGHWAY AUTHORITY**

**(Rev- RoW Section - Finance Wing)**

**27-Mauve Area, G-9/1, Islamabad**

**To: ALL INTERESTED BIDDERS**

**Subject: OPERATION, MANAGEMENT AND MAINTENANCE OF BUS BAYS WITH PROVISION OF PUBLIC FACILITIES**

## **Preamble**

1. National Highway Authority (NHA) intends to offer Operations, Management and Maintenance (OM&M) Contracts of Bus Bays on National Highways to the private entrepreneurs for a period of **Three (03) years** through competitive bidding. NHA is encouraging to build a new team of Operators to run/provide the facilities.
2. NHA's purpose is to develop and establish a program that meets the following objectives:
  - i.** Efficient parking fee collection operations,
  - ii.** Sound financial accounting of revenues and assets,
  - iii.** Responsive, courteous customer (patron) service and
  - iv.** Service in the best interests of the people of Pakistan and the National Highway Authority (NHA).

Using these objectives as guiding principles, the Operators are encouraged to provide services for parking fee collection operations, management and maintenance of the locations provided in this bidding document and advertised publicly.

3. The scope of services is not limited to the following points and may vary according to the conditions at relevant site:
  - Maintenance of bus bays
  - Maintenance/provision of parking sheds
  - Maintenance/provision of proper sitting arrangements
  - Maintenance/Construction of ladies and gents toilets
  - Provision of drinking water facility
  - Maintenance of comprehensive drainage system
  - Provision and Maintenance of lighting system
  - Maintenance/provision of tuck shop
4. The Operator shall establish all missing facilities as detailed at para 3 above on site at its own cost as per Design/drawing attached at **Annex-A-1 to 5** and upon expiry of the Contract, the Operator shall handover all the established facilities to NHA without any claim to cost.
5. The **Operator shall operate and manage the permissible site of Bus Bay** and the Operator has to pay advanced quarterly Net Guaranteed Rentals to NHA. The detailed brief in respect of the Conditions of

Contract (CoCs), Scope of Contract, Obligations and Covenants, Sample forms, etc. are given in this bidding document.

6. Bidders are hereby invited to submit their bid(s) for the subject Contract against the below-mentioned site(s) [Bus Bay(s)]. Your bid could form the basis for a Contract between you and the Employer i.e. National Highway Authority (NHA).

<b>S.No.</b>	<b>Name of Bus Bay</b>	<b>Location/KM</b>
01	Khairabad	1630 (NBC & SBC) N-5
02	Shaidu	1642 (NBC & SBC) N-5
03	Akora Khattak LRBT	1647 (NBC & SBC) N-5
04	Watre	1652 (NBC & SBC) N-5
05	Hakimabad	1655 NBC N-5
06	Amangarh	1679 NBC N-5
07	Pirpai	1667-68 (NBC & SBC) N-5
08	Taru Jabba	1683-1684 (NBC & SBC) N-5
09	Parowa	D.I. Khan N-55
10	Adda Yousafwala	1106 (NBC & SBC) N-5
11	Qadirabad	1113 (NBC & SBC) N-5
12	Akhtarabad	1161 (NBC & SBC) N-5
13	Jamber	1195 (NBC & SBC) N-5
14	Chung	1239 (NBC & SBC) N-5
15	Missa kaswal	1482+700 (NBC & SBC) N-5
16	Chairing Cross	1542 (NBC & SBC) N-5
17	Pir Wadhai	1545 (SBC) N-5
18	Golra More	1548 (NBC & SBC) N-5
19	EME College	1548+500 (NBC & SBC) N-5
20	Military College	1549 (NBC & SBC) N-5
21	Tarnol	1555 (NBC & SBC) N-5
22	Sara-e-Kharbooza	1556 (NBC & SBC) N-5
23	Sangjani	1562 (NBC & SBC) N-5
24	Lawrencepur	1601+500 (NBC & SBC) N-5
25	Faqirabad	1602+500 (SBC) N-5
26	Gondal	1618 (NBC & SBC) N-5
27	Haji Shah	1621 (NBC & SBC) N-5
28	Mullan Mansoor	1625 (NBC & SBC) N-5
29	Attock Khurd	1628 (NBC & SBC) N-5
30	Jaffar	40+000 (NBC & SBC) N-80
31	Kot Fateh Khan	45+000 (NBC & SBC) N-80
32	Khunda Chowk	56+300 (NBC & SBC) N-80
33	Tali Adda	66+300 (NBC & SBC) N-80
34	Basal	71+000 (SBC) N-80
35	Mithial	72+000 (NBC & SBC) N-80
36	Pind Sultani	79+000 (NBC & SBC) N-80
37	Rangali	84+000 (NBC & SBC) N-80
38	Jand	94+000 (NBC & SBC) N-80
39	Malpur	5+000 (NBC & SBC) N-75
40	Dhoke Jillani	6+800 (SBC) N-75
41	Lahore Mor Khanewal	979+980 (NBC & SBC) N-5
42	Niazi Chowk	984+985 (NBC) N-5
43	Pirowal	991+992 (NBC & SBC) N-5
44	Mohsinwal	1014+1015 (NBC & SBC) N-5
45	Channi Goth	766-767 (NBC) N-5
46	Darra Chachran	785-786 (NBC) N-5

47	Ahmedpur Toll Plaza	788-789 (NBC) N-5
48	Khanpur Mirchan	807-808 (NBC) N-5
49	Adda Wahi Hussain	809-810 (NBC) N-5
50	Noorpur Noranga	813-814 (NBC) N-5
51	Noorpur Pulli	815-816 (NBC & SBC) N-5
52	Musafir Khana	822-823 (NBC) N-5
53	Ashraf Sugar Mills	825-826 (NBC) N-5
54	Khanqah Urban	828-829 ECW
55	Khanqah Bypass	829-830 (NBC) N-5
56	Khanqah Urban	830-831 ECW
57	Dera Masti	831-832 (NBC) N-5
58	Gulistan Mills	834-835 (NBC) N-5
59	Karachi Morr	847-848 (NBC & SBC) N-5
60	Shahwali	501-502 (NBC & SBC) N-55
61	Rojhan	534-535 (NBC & SBC) N-55
62	Rojhan Adda	539-540 (NBC & SBC) N-55
63	Bangla Hidayat	557-558 (NBC & SBC) N-55
64	Umer Kot	567-568 (NBC & SBC) N-55
65	Kotla Naseer	593-594 (NBC & SBC) N-55
66	Rajanpur	601-602 (NBC & SBC) N-55
67	Yaroo	729-730 (NBC & SBC) N-55
68	Pir Aadil	736-738 (NBC & SBC) N-55
69	Shah Saddar Din	745-746 (NBC & SBC) N-55
70	Kala	758-759 (NBC & SBC) N-55
71	Shadan lund	767-769 (NBC & SBC) N-55
72	Ahmadani	771-772 (NBC & SBC) N-55
73	Javed Abad	780-781 (NBC & SBC) N-55
74	Bohar	788-789 (NBC & SBC) N-55
75	Taunsa	796-797 (NBC & SBC) N-55
76	Nari	812-813 (NBC & SBC) N-55
77	Afzal Abad	816-817 (NBC & SBC) N-55
78	Retra	823-824 (NBC & SBC) N-55
79	Tibbi Qaisrani	833-834 (NBC & SBC) N-55
80	Noor Ahmad Wali	843-844 (NBC & SBC) N-55

## **INSTRUCTIONS TO BIDDERS (ITB) (CLAUSES 1 TO 28)**

### **1. General Conditions of Contract (GCCs): -**

1.1 Bidding is open for all interested Bidder(s) with the following must meet criteria:

- a. An interested bidder must be a tax payer entity and the name of the firm of bidder or the bidder as individual, should be on Active Tax Payer List of FBR.
- b. The interested Bidder(s) must not be blacklisted, defaulter or debarred from any of the government department(s) of Pakistan and NHA in any case/matter. In this regard, the prospective Bidder(s) shall submit undertaking on stamp paper to NHA that the firm is neither blacklisted/debarred nor defaulter.

1.2 The Operator shall Operate, Manage & Maintain the permissible site of Bus Bay at its own cost and provide/establish the missing facilities at

site as per Design/drawing attached at **Annex-A-1 to 5**. On completion of contract period or its early termination, the Operator shall hand over the entire facility to NHA in a properly maintained and operational condition without any claim to cost.

- 1.3 **Annual Increment:** The net guaranteed rentals shall be increased @ 10% each year cumulatively. **Explanation:** The net guaranteed Rentals shall be increased @ 10% each year on the basis of preceding/last year's net guaranteed rentals.
- 1.4 Payment of all applicable Taxes i.e. Income Tax/Sales Tax/Surcharge or any other Levy/Fee/Tax imposed by the Government of Pakistan, Provincial and Local/District Governments, moreso, as amended from time to time by State, shall be the sole responsibility of the Operator.
- 1.5 The Operator shall Operate, Manage & Maintain the existing Bus Bay(s) and shall establish/construct the facilities if not present at site, at its own cost as per Design/drawing attached at **Annex-A-1 to 5**. In case of necessity/urgency/any change in policy or special directions/instructions by Government of Pakistan honorable court(s) of Pakistan, the operator shall have no rights to object to it.
- 1.6 The Operator shall also provide maintenance, utilities and cost for the utilities at the Bus Bay.
- 1.7 For mobilization, the Grace Period of one (01) month from the date of issuance of commencement letter shall be allowed to the Operator, on completion of which payment to NHA by the Operator shall become due.
- 1.8 The interested Bidder(s) shall bear all costs associated with the preparation and submission of its bid and the Employer shall not be responsible or liable for any such costs in any event whatsoever, regardless of the conduct or outcome of the bidding process. Bidder(s) must fully inform themselves of local conditions and all factors related to subject contract whatsoever and take them into account in preparing their bid.
- 1.9 The interested Bidder(s) are advised to visit and examine the Site (as defined in Section I.02 of Article I) and its surroundings and obtain for themselves on their own responsibility all information that may be necessary for preparing the bid and entering into a contract. The Bidder(s) shall be deemed to have checked the traffic volume and prepared its bid accordingly; no claim(s) whatsoever in this regard shall be entertained thereafter. All costs in this respect shall be at the Bidder's expense.
- 1.10 Sub-letting of any facility(ies) by the Operator shall not be allowed.
- 1.11 The Operator shall be responsible for resolving all the issues which arise between the Operator and any local authority during the currency of the Contract at its own risk & cost and shall indemnify NHA from all legal recourses.

- 1.12 All bids must be properly bound in hard form (to deny removal/addition of any documents), duly signed and stamped with continuous page numbering on all pages by the Bidder(s) for submission to NHA. Ring binding, spiral binding and box file form (with loose papers) will not be accepted and such bids shall be considered non responsive.
- 1.13 The Bidder(s) are required to examine carefully the contents of all the documents submitted in their bid. Failure to comply with the requirements of bid submission will be at the Bidders' own risk. Pursuant to Clause 16(b), bids which are not substantially responsive to the requirements of the Bidding Documents will be rejected.
- 1.14 If there arises any discrepancy between bid amount quoted in words & figures, the amount quoted in words will prevail.

## **2. Single Stage One Envelope System of Bidding/Tendering procedure.**

- 2.1 The Employer has adopted Single Stage One Envelope based mode of procurement for this bidding, which is in accordance with the PPRA Rule 36 (a).
- 2.2 In the single stage one envelope bidding procedure Bidder(s) are required to submit their financial bids to NHA along with the must meet criteria as per clause 10, in sealed envelope on the date of bid submission.
- 2.3 For fulfilling the must meet criteria (Clause 1.1 "a" of GCC), NHA will first scrutinize the documents regarding must meet criteria. The sealed Financial bids of only responsive and qualified Bidder(s) shall be opened and announced in presence of all the Bidders and tender opening and evaluation (TO&EC) Committee.
- 2.4 The original and copy of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to bind the Bidder to the offer. Proof of authorization shall be furnished in the form of a written Power-of-Authority/Resolution, which shall accompany the Bid. All pages of the bid, except for un-amended printed material, shall be initialed by the person or persons signing the Bid.
- 2.5 The complete Bid shall be without alterations, interlineations or erasures, except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid by deleting old statement and writing new.

## **3. Clarifications & Correspondence**

- 3.1 Prospective Bidder(s) requiring any clarification(s) in respect of the Bidding Documents may notify the Employer in writing or by fax at the following address:

Office of General Manager (Rev-RoW)

27-Mauve Area, G-9/1, Islamabad.  
Phone: +92-51-9032729, Fax # 92-51-9032948

- 3.2 Employer will examine the request for clarification of the Bidding Documents, if received not later than ten (10) days prior to the deadline for the submission of bids or during the Pre-Bid meeting, and shall issue a clarification minimum three (03) days before the date of submission of Bids (without identifying the source of enquiry) to all prospective bidders who have purchased or downloaded the Bidding Documents.
- 3.3 At any time prior to the submission/opening of bids, the Employer may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by issuing an addendum and/or corrigendum/erratum.
- 3.4 Any addendum and/or corrigendum/erratum thus issued shall become an integral part of the Bidding Documents.
- 3.5 To afford prospective bidders reasonable time in which to take an addendum and/or corrigendum/erratum into account in preparing their bids, the Employer may at its discretion extend the deadline for submission of bids.
- 3.6 Moreover, the Employer may also seek clarification through writing for any document/item(s) in the bid.
- 3.7 Name and address of the Employer is: -  
**Chairman National Highway Authority**  
27 Mauve Area, G-9/1, Islamabad.
- 3.8 The authorized representative of the Employer is;  
**General Manager (Rev-RoW) NHA-HQ, Islamabad.**

#### **4. One Bid per Bidder**

- 4.1 For the said contract, any bidder can only submit one bid against one bus bay. Joint Ventures (JV) of sole proprietorship or firm is not allowed for participating in the said bidding.

#### **5. Bidders to Inform Themselves**

The bidders are advised to obtain for themselves at their own cost and responsibility all information that may be necessary for preparing the bid and entering into a contract for operation, management and Maintenance of Contract site.

#### **6. Local Conditions**

Bidder(s) must verify and supplement by its own investigations all necessary information about site, traffic volumes local conditions etc. for the purposes of filling and submitting its bid and entering into the Contract. Any claim(s) in connection to or arising out of these

conditions will not be entertained during or after the completion of Contract period.

## **7. Pre-Bid Meeting**

- 7.1 Prospective Bidders are invited, and strongly encouraged, to attend a pre-bid meeting, organized and to be conducted by NHA.
- 7.2 Prior to the Pre-Bid Meeting, Bidders are invited to submit written queries concerning the Contract requirements, the Bidding Documents or other related matters pertinent to the Contract.
- 7.3 All such queries should be submitted to the General Manager (Rev-RoW), NHA, within at least ten (10) working days prior to submission of bid.
- 7.4 The NHA will conduct the pre-bid meeting, record all questions, both written and verbal, posed by Bidders, record all answers provided thereto, and provide a written Pre-Bid meeting Memorandum or, if required, amendment through Addendum in bidding document to each Bidder.
- 7.5 The NHA will not, during the Pre-Bid meeting, modify in any material respect any provision or term of this Bidding Documents unless such modification is made as a written Addendum thereto prepared by the NHA and disseminated to all the Bidders.
- 7.6 Schedule for **Pre-Bid Meeting:** -

Date & Time: Tuesday 5<sup>th</sup> January, 2021 at 1130 hrs.  
Venue: NHA Auditorium,  
**27-Mauve Area, G-9/1, Islamabad**

## **8. Bid Validity**

- 8.1 Bids shall remain valid for the period of One Hundred and Twenty (120) days after the date of bid submission.
- 8.2 In exceptional circumstances prior to expiry of original bid validity period, the Employer may request the bidders to extend the bid validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiture of its Bid Security. A bidder agreeing to the request will be required to extend the validity of its Bid Security for the period of the extension, in accordance with PPRA Rule 26.

## **9. Bid Security**

- 9.1 Each bidder shall furnish, as part of its bid, a Bid Security in the amount of Pak. Rupees 500,000/- (Rupees five hundred thousand only).



- 9.2 The Bid Security shall be, at the option of the bidder, in the form of Bank Draft or a Pay Order issued by a Scheduled Bank in Pakistan acceptable to the Employer in favor of the “*National Highway Authority, Road Maintenance Account, Islamabad*” valid for a period of twenty-eight (28) days beyond the bid validity date.
- 9.3 The Bid Security is required to protect the Employer against the risk of bidder’s conduct which would warrant the security’s forfeiture, pursuant to Sub-Clause 9.8, hereof.
- 9.4 Any bid not accompanied by an acceptable Bid Security, shall be rejected by the Employer forthwith as being non-responsive, pursuant to Clause 9.8.
- 9.5 Any amount of bid security which is lying with the Employer for any previous bidding process shall not be considered for this bidding.
- 9.6 The bid security of all participating bidders will be returned as promptly as possible, which will be returned upon award of Contract to the successful bidder under clause 23, or on the expiry of validity of Bid Security under clause 8, whichever is earlier subject to rights of parties.
- 9.7 The Bid Security of the Successful Bidder will be returned when the bidder has furnished the required Performance Security and signed the Contract, pursuant to Clause 9.6.
- 9.8 The Bid Security may be forfeited:
- (a) if a bidder withdraws its bid during the original period of bid validity; or
  - (b) if a bidder does not accept the arithmetic correction of its Bid Price, or
  - (c) in the case of an Operator, if it fails to:
    - (i) furnish the required Performance Security in accordance with Clause 23.1 (a); or
    - (ii) sign the Contract, in accordance with Clause 22.
- 9.9 In case of forgery, involvement in fraudulent activity(ies) or any misrepresentation/concealment made by the bidder while submitting its bid to NHA, the same shall lead towards forfeiture of its bid security alongwith its debarring and blacklisting.

## **10. Documents Comprising of Bid**

- 10.1 the bid to be submitted by the interested bidder shall comprise the following documents:
- a. **Envelope-A** (Documents Consisting Must Meet Criteria)

- ✓ Certificate confirming the receipt as per clause 27,
- ✓ Bid Security,
- ✓ Undertaking on stamp paper as per clause 1.1 (b) of GCC,
- ✓ Tax Registration Certificate/proof.

b. **Envelope-B** (Documents Consisting Financial Bid)

- ✓ Financial bid

10.2 Both of the above envelopes should be sealed separately and marked clearly as “**Documents Consisting Must Meet Criteria (Original + Copy)**” the first envelope and the “**Financial Bid (Original + Copy)**” the second envelope as under:

- |               |   |                                |                 |
|---------------|---|--------------------------------|-----------------|
| a. Envelope-A | - | Original                       | (Sealed)        |
| b. Envelope-A | - | Copy                           | (Sealed)        |
| c. Envelope-B | - | Original                       | (Sealed)        |
| d. Envelope-B | - | Copy                           | (Sealed)        |
| e. <b>Bid</b> | - | <b>Envelope-A + Envelope-B</b> | <b>(Sealed)</b> |

**11. Format and Signing of Bid**

- 11.1 All documents comprising Bid including Bid Form and Integrity Pact shall be complete in all respects and properly signed and stamped by the bidder.
- 11.2 No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration will be made or if these instructions not fully complied with, the bid may be rejected being non-responsive.
- 11.3 Each bidder shall prepare one (1) Original and one (01) Copy of the documents comprising the bid as described in Clause 10 and clearly mark them “ORIGINAL” and “COPY” as appropriate. In the event of discrepancy between them, the original shall prevail.
- 11.4 The original and a copy of the bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign them. This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bid to act for and on behalf of the Bidder. All pages of the bid shall be initialed and stamped by the person or persons signing the bid.
- 11.5 The bid shall contain no alterations, omissions or additions, except to comply with instructions issued by the Employer, or as are necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 11.6 Bidders shall indicate in the space provided in the Form of Bid their full and proper addresses at which notices may be legally served on them and to which all correspondence in connection with their bids and the contract is to be sent.

11.7 Bidders should retain a copy of the Bidding Documents as their file copy.

## **12. Submission of Bids**

12.1 Each bidder shall submit its bid as under:-

- a. One (01) ORIGINAL and one (01) COPY of the Bid shall be separately sealed and put in separate sealed envelopes and marked as such.
- b. The envelopes containing the ORIGINAL and COPY will be put in one sealed envelope and addressed/identified as given in Sub-Clause 3.1, hereof.

12.2 The Bidder shall paste the Form duly filled in on the inner and outer envelopes as per given sample including;

- a. be addressed to the Employer at the address given in Bidding Document.
- b. bear the contract name and Date of opening of Bid.
- c. provide a warning not to open before the time and date for bid opening.

12.3 The Bid shall be delivered in person or sent by registered mail at the address of the Employer as given above.

12.4 In addition to the identification required in Sub-Clause 12.1 hereof, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late".

12.5 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the bid.

12.6 a) Bids must be submitted to the Employer at the address specified in the Bidding Documents not later than the time and date stipulated in the Bidding Documents.

b) Bids with charges payable shall not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point.

c) Upon request, acknowledgment of receipt of bids will be provided to those making delivery in person or by messenger.

12.7 NHA shall receive and keep secure all bids submitted before the date and time specified for Bids Closing.

12.8 The Employer may, at its discretion, extend the deadline for submission of bids by issuing an Addendum; in such a case all rights and obligations of the Employer and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

12.9 Schedule for **Bid Submission & Opening**: -

Date & Time (Submission) : Thurs, 14<sup>th</sup> Jan, 2021 at 1100 hrs.  
Date & Time (Opening) : Thurs, 14<sup>th</sup> Jan, 2021 at 1130 hrs.

12.10 The address for submission of Bids:

**NHA Auditorium**

National Highway Authority-HQ, 27-Mauve Area, G-9/1, Islamabad.

12.11 In the event of any discrepancy between the original and copies, the original shall govern moreover, in case of discrepancy between words and figure, the amount of bids quoted in words shall prevail.

**13. Language**

All bids shall be prepared in the English language.

**14. Late Bids**

- a. Any bid submitted to the Employer after the deadline for submission of bids shall returned unopened.
- b. Delays in the mail, delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver its bid at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of its bid will be accomplished either in person, by messenger or by post.

**15. Bid Opening**

15.1 A Committee consisting of nominated members by the Employer will open the bids in the presence of bidders or their authorized representatives who choose to attend, at the time, date and location advertised in Invitation to Bid i.e.

- i. At 1130 hrs. on Thurs, 14<sup>th</sup> Jan, 2021 in NHA Auditorium, 27-Mauve Area, G-9/1, Islamabad.

15.2 The bidders or their authorized representatives who are present shall sign in a register to evidence their participation.

15.3 The bidders' names, bid amounts and the presence or absence of Bid Securities, etc. will be announced by the Employer during the bid opening.

**16. Determination of Responsiveness of Bids**

16.1 Detailed evaluation of bids comprises of the following;

- (a) the Employer will examine the Bids to determine whether;
  - i. the Bid is complete and does not deviate from the requirements of the Contract,
  - ii. any computational errors have been made,

- iii. required securities have been furnished,
- iv. the documents have been properly signed/stamped,
- v. the Bid is valid for the stipulated period,
- vi. the quoted Bid price shall firm during currency of contract,
- vii. the Bidder fulfills the must meet criteria as per GCC clause 1.1 for Bid hereof, and

- (b) A bid is non responsive, if;
- i. it is neither signed nor stamped;
  - ii. its validity is less than the specified period;
  - iii. it is not accompanied with Bid Security; or
  - iv. it is materially and substantially deviant from the requirements of the Bidding Documents.

16.2 If the Bidder does not accept the corrected amount of its Bid, it will be rejected and the corresponding Bid Security shall be forfeited.

16.3 In case of forgery, involvement in fraudulent activity(ies) or any misrepresentation/concealment made by the Bidder while submitting its bid(s) to NHA, the same shall lead towards forfeiture of its bid security and debarring/blacklisting.

16.4 A Bid determined as substantially non-responsive shall be rejected and cannot subsequently be made responsive by the Bidder by rectification of the non-conformity.

## **17. Evaluation of Bids**

17.1 NHA intends to facilitate and sustain an environment of competitiveness, transparency and fairness in the procurement process by, among other means, fairly and impartially processing.

17.2 The NHA will examine the Bids to determine whether they are complete, whether the requisite Bid Securities have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

17.3 Financial Bids of only the responsive bidder(s) who have fulfilled the criteria mentioned in Clause 1.1 of GCC will be opened, announced and put to comparison process. The financial bid(s) of non-responsive bidder(s) shall be returned un-opened.

17.4 From the date and time of Bid Opening until the time the Contract is awarded, any Bidder wishing to contact the NHA on any matter related to this bidding must do so in writing at the NHA's address noted above in clause 3.1.

## **18. Confidentiality**

18.1 After the Bid Opening, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of a Contract shall not be disclosed to Bidders,

or other persons not officially concerned with such process, until the award of the Contract is officially announced.

- 18.2 Any effort by a Bidder to influence the NHA in the process of examination, clarification, comparison and evaluation of Bids, or decisions concerning award of a Contract, may result in the rejection of that Bidder's Bid and forfeiture of his Bid security.

**19. Employer's Right to Accept any Bid and to Reject any or all Bids**

As per PPRA Rule 33:

- i. The procuring agency may reject all bids at any time prior to the acceptance of a bid.
- ii. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid, the grounds for its rejection of all bids, but is not required to justify those grounds.
- iii. Notice of the rejection of all bids shall be given promptly to all bidders.
- iv. The procuring agency shall incur no liability.

**20. Award Criteria**

The Employer will award the contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the highest paying evaluated bid price (net guaranteed rentals).

**21. Security Deposits**

- 21.1 The Operator shall furnish to the Employer the Performance Security, Rental Security (equal to advance quarterly rental) and Payment of applicable Taxes in the forms and the amounts stipulated below, within a period of fifteen (15) days after the receipt of Letter of Acceptance.

**a. Performance Security**

The Performance Security shall be equal to 25% of the bid value of yearly net guaranteed rental. The Performance Security should be in form of Pay order drawn in favor of "*Road Maintenance Account, National Highway Authority, Islamabad*"

**b. Rental Security**

The Rental Security shall be equivalent to three (03) months net guaranteed rental, offered by the Operator. The Rental Security should be in form of Pay order in favor of the "*National Highway Authority, Road Maintenance Account, Islamabad*".

**c. Payment of Taxes**

The Operator shall deposit all applicable taxes more so amended from time to time by State, over and above the net guaranteed rentals, in advance in the form of Pay order in favor of the "*National Highway Authority, Road Maintenance Account, Islamabad*".

21.2 Failure of the Operator to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of its Bid Security.

## **22. Acceptance of Bid**

22.1 Prior to expiration of the bid validity prescribed by the Employer, the Employer will notify the highest bidder in writing through a letter i.e. "Letter of Acceptance (LoA)" that its bid has been accepted. This letter shall comprise the amount of Net Guaranteed Rentals, Securities and Tax amount payable to the Employer.

22.2 The Letter of Acceptance and its acceptance by the highest bidder will constitute the formation of the contract, binding the Employer and the highest bidder till signing of the formal Contract for Guaranteed Rental, subject to compliance of all the requisites, else the LoA will be deemed as withdrawn without any legal recourse by the non-compliant highest bidder.

22.3 Upon complying with the provisions of LoA by the highest bidder, the Employer will promptly notify the lower bidders that their bid(s) has been unsuccessful and their Bid Security(ies) will be returned/released.

## **23. Signing of Contract**

23.1 Within a fortnight from the date of submission pre-requisites as LoA by the highest bidder under the Conditions of contract, the Employer will send, to the highest bidder, the Form of Contract for Guaranteed Rental attached in this Bidding Documents.

23.2 The formal Contract between the Employer and the successful bidder shall be executed within a fortnight of the receipt of such Form of Contract by the successful bidder.

23.3 In case of non-compliance by the highest bidder in respect of the provisions of the LoA within stipulated period, the Employer reserves the right to withdraw the issued LoA, forfeiture of bid security alongwith any other deposits and blacklisting/debarring of the said non-compliant highest bidder.

## **24. Notification of Award**

24.1 After signing of the Contract Agreement by the Employer and successful bidder, the Employer will issue the Letter of Commencement (LoC) after which the successful bidder will be allowed to mobilize and commence the operations at site as an "Operator".

## **25. Due Diligence**

- 25.1 NHA reserves the right to carry out due diligence in its sole discretion during procurement, award and execution of the Contract.
- 25.2 Bidders must adhere to the Contract location, as well as the site boundary limitations.

## **26. Integrity Pact**

Prior to signing of the Contract, the Operator shall sign and stamp the Integrity Pact as per attached sample. Failure to provide signed and stamped Integrity Pact shall make the Operator non-compliant. Failure of the Operator to sign the Integrity Pact within the specified time, shall constitute sufficient grounds for the annulment of the award and forfeiture of its Bid Security.

## **27. Confirmation of Receipt**

Please confirm to the Employer that you have received all the correspondence as prescribed in this Bidding Documents and certificate in this regard must be attached alongwith the bid. The authorised representative of Employer for correspondence/communication is: -

### **General Manager (Rev-Row)**

National Highway Authority-HQ,  
Islamabad.

## **28. The Bidding Documents consist of followings: -.**

- I. Instructions to bidders (ITB) (Clauses 1 to 28).
- II. Terms & Conditions: - Articles I to XII.
- III. Addendum and corrigendum/erratum to the Bidding Documents, *if any.*
- IV. Sample Forms.
- V. Annexures (A/1 to A/5).
- VI. Bid Form.



## **II. TERMS & CONDITIONS**

**ARTICLE I**  
**TERM OF THE CONTRACT AND CONTRACT SITE**

**Section I. 01 Term**

The Contract shall expire after three (03) years. The contract period shall start from the date of commencement mentioned in the Letter of Commencement.

**Section I. 02 Project Site**

- (a) Operation Management & Maintenance Operator (O&M Operator) shall render the services solely within or with respect to the Project Site, as defined under sub-paragraph (b). For the purposes of this Agreement, the O&M Concessionaire/ Contractor shall have no rights or obligations beyond the geographical limits of the Project Site.
- (b) The area licensed to the O&M Operator by NHA pursuant to this Agreement includes the bus bay, civil infrastructure, toilets, drinking water facility, parking area at bus bay (“Project Site”) provided that the exact parameters of the area licensed to the O&M Operator pursuant to this Agreement shall be determined and inventoried by NHA field formation. Moreover, the Operator shall provide/establish the missing facilities at its own cost as per the design/drawing attached at Annex-A/1 to A/5. The Operator shall handover the bus bay in properly maintained and operational condition at the expiry or termination of contract without any claim to cost.

**Section I. 03 Definitions and Rules of Interpretation:**

All capitalized terms used herein shall have the meanings assigned to them in this Contract.

- a. **“Authority”** means National Highway Authority, Government of Pakistan, Islamabad.
- b. **“Contract Rentals”** means the advance quarterly net guaranteed rentals payable to the Employer by the Operator as stated in the Letter of Acceptance (LoA).
- c. **“Day”** means the Calendar Day.
- d. **“Employer”** means the Chairman, National Highway Authority, Government of Pakistan, Islamabad.
- e. **“Employer’s Representative”** means General Manager (Rev-RoW) NHA-HQ, Islamabad or any other person nominated in writing by the Employer from time to time.
- f. **“ITB”** means Instructions to Bidder.

- g. **“Modification of Contract”** is defined as a Contract in writing signed between the Employer and the Operator for any change in the original agreement and any obligations associated therewith.
- h. **“Operator”** means the firm/company/individual/AoP running the Operation, Management & Maintenance Contract in accordance with the terms and conditions of agreement and this bidding documents.
- i. **“Party”** means the Employer or the Operator as the case may be, and Parties means both of them.
- j. **“Qualified Bidder”** means the prospective bidder who fulfills must meet criteria as per Clause 1.1 of GCC.
- k. **“Rental/Revenue Security”** means the amount equal to the one advance quarter net guaranteed Rentals, which shall be deposited by the Operator to the Employer against security deposit.
- l. **“RoW”** means Right of Way.
- m. **“Scope of the Contract”** means provision of Operations and Management of facilities in accordance with the terms & conditions set in by this bidding document.
- n. **“Services”** means services required to be rendered by the Operator in accordance with various articles of the Contract.

**Section I. 05 Notices:**

All notices under this contract will be given in writing and will be deemed to have been given if delivered by Registered Post or Courier Services at the specific designation/ addresses of the parties as set forth in this contract with acknowledgement due.

**Note:** The address for seeking clarification regarding any query/queries is as under: -

**General Manager (Rev- RoW)**

National Highway Authority-HQ,

27- Mauve Area, G-9/1, Islamabad.

Phone: +92-51-9032729, Fax: +92-51-9032948

**ARTICLE II**  
**SCOPE OF CONTRACT AND OBLIGATIONS OF THE PARTIES**

**Section II. 01     Scope of Contract**

- a. NHA hereby grants to the Operator subject to the terms and conditions of this Contract to operate, manage, maintain and provide services/facilities, as enumerated under, with respect to the subject Contract for Operation, Management & Maintenance of Bus bay.
  
- b. Scope of Contract includes but not limited to the following:
  - i. Maintenance of bus bays,
  - ii. Maintenance/provision of parking sheds,
  - iii. Maintenance/provision of proper sitting arrangements,
  - iv. Maintenance/Construction of ladies and gents toilets,
  - v. Provision of drinking water facility,
  - vi. Maintenance of comprehensive drainage system,
  - vii. Provision and Maintenance of lighting system,
  - viii. Maintenance/provision of tuck shops,
  - ix. Plantation and beautification,
  - x. Cleaning & sweeping of site.

**Section II. 02     Obligations and Covenants of the Operator:**

The Services and the obligations of the Operator for contract shall include:

- a. Ensuring routine maintenance, service and repair of the buildings and the amenities and fixtures at the Contract Site.
  
- b. Providing appropriate waste/trash cans for the disposal of garbage/refuse/waste/trash (“Trash”) in and around the Contract Site and arranging for removal of Trash/Garbage from the Contract Site every day.
  
- c. Dedicating special place with seating arrangements for elderly citizens and disabled persons.
  
- d. Paying all utility bills, including, bills for electricity, gas, telephone, water and conservancy with respect to inter alia the operation, management and maintenance of the site. Failure will invite encashment of Security deposits.
  
- e. Maintaining a complaint register at the Contract Site at a clearly accessible and visible place including display of telephone/mobile number and e-mail address of the Operator as well as NHA.

- f. Using the Contract Site solely for defined/given purposes of providing the Services and operation, managing and maintaining the bus bay and its allied facilities.
- g. Supplying labor, materials, equipment and other resources necessary for the performance of the Services.
- h. Cooperating with NHA and any authorized person(s) or entity acting on NHA's behalf, with regard to the transfer of the Contract Site to NHA or any person(s) or entity nominated by NHA upon expiry or termination of this Contract.
- i. Maintaining effective Fire Fighting arrangements.
- j. Provide First Aid facility.
- k. Provide drug-free and hygienic services by establishing a drug-free atmosphere in compliance with Govt. policies.
- l. Providing potable drinking water for the use of general public by installation of electric water coolers.
- m. Complying with all terms and conditions of this Contract and all instructions and directions of NHA, as provided from time to time.

**Section II. 03                      In carrying out its obligations, the Operator represents and covenants that:**

- a. There are no legal, criminal & financial default proceedings pending or threatened for the liquidation of the Operator or that could materially or adversely affect the performance by the Operator of its obligations under this Contract.
- b. The Operator shall at all times maintain its corporate existence in compliance with the Laws of Pakistan.
- c. The Operator shall procure and maintain all consent necessary to perform its obligations under this Contract, give all required notices and allow all required inspections under all consents obtained or applied for by it, in connection with this Contract.
- d. The Operator cannot assign, delegate or subcontract its rights and obligations to third party pursuant to this Contract.
- e. This Contract has been duly authorized, executed and delivered by it and constitutes the irrevocable, legal, valid and binding obligation of it, and

- f. In the event of termination of this Contract by NHA for convenience the Operator shall have no rights to claim damages and shall not seek continuation of performance of services neither shall approach any court in an attempt to restrain NHA from assuming control of the subject/Contract Site.
- g. In no event shall termination for convenience be deem as default by NHA under this contract.
- h. NHA shall have the right at any time and from time to time during the term, and for any reason whatsoever at NHA's sole discretion, to terminate this contract with respect to all or any portion of the services (such total or partial termination being referred to herein as a "Termination for Convenience"). NHA may exercise its right of Termination for Convenience by furnishing to Operator written notice of its election to do so, which notice shall specify the services that NHA has elected to remove from the scope and operation of this Contract. The Termination for Convenience as to such services shall be effective sixty (60) days following the date of such notice. Thereafter all references herein to "Services" shall be deem to refer only to those operation and management tasks that continue to be required to be performed by Operator hereunder. In the event of termination of this Contract by NHA for convenience the Operator shall not seek continuation of performance of services neither shall approach any court in an attempt to restrain NHA from assuming control of the contract site.

**Section II.04                      The Employer's Representations, Warranties and Covenants**

NHA hereby represents and warrants to the Operator that as of the date of this Contract:

- a. It is duly created pursuant to the National Highway Authority Act, 1991 and has compiled fully with all applicable Laws of Pakistan in the grant of this contract;
- b. The Contract Site falls within the jurisdiction of NHA and that NHA is duly authorized under the Laws of Pakistan to enter into the contract with regard to the Contract Site;
- c. This Contract has been duly authorized, executed and delivered by it and constitutes the legal, valid and binding obligations of NHA; and
- d. NHA shall exercise its powers under the National Highway Authority Act, 1991, the rules and regulations framed there under and all other Laws of Pakistan and amendments made thereto in a manner that is consistent with this Contract;
- e. NHA shall use its good offices to support the Operator's performance of its business activities pursuant to the contract,

but without assuming any liability or obligation in this regard unless expressly stated in this Contract;

**Section II.06                      Quality Assurance**

For the purpose of Quality Assurance, bidder should have to follow the best international practices of quality assurance and checking procedure. Following yardsticks may be followed:-

- i. There shall also be a mechanism to keep clothing of the staff neat and clean at all the times.
- ii. The staff shall be courteous to the road commuters and follow best practices while imparting services.
- iii. There should be potable water/electric coolers installed at site for the ease and facilitation of public. The water electric coolers should be operational 24/7.

**ARTICLE III  
TERMS AND CONDITIONS OF PAYMENT & PENALTIES**

**Section III. 01 Terms and conditions of payment**

- a. The general terms and conditions with regard to the payments to be made by the Operator pursuant to the Contract are as under:
  - (i) The Contract is based upon fixed net guaranteed Rental payment arrangement between the successful Operator and NHA. NHA shall receive advance quarterly net guaranteed Rental sum (amount that will be quoted by the successful bidder), notwithstanding the actual revenue collected/generated by the Operator from the Contract Site or related tax paid thereof. The Advance Quarterly Net Guaranteed Rental amount with respect to any year of the Term shall be enhanced at the rate of ten (10) percent of the Advance Quarterly Net Guaranteed Rental of the preceding year accumulatively.
  - (ii) The successful Operator shall deposit the advance guaranteed rentals for three (03) months in NHA designated account. Upon completion of three (03) months, if the successful Operator fails to deposit the advance net guaranteed Rental for next three (03) months by 20<sup>th</sup> of the calendar month. After delay of 10 days from the due date, contract shall become liable to be terminated under default of Operator including encashment of performance Security, Rental Security.
  - (iii) All payments due under this Contract shall be in Pakistani Rupees;
  - (iv) All taxes including income tax shall be paid by the Operator according to the prevailing income Tax Laws in Pakistan over and above net guaranteed rentals; and
- b. The Operator shall deposit three (03) months guaranteed Rentals in advance to NHA in addition to performance security. The Operator shall be refunded the Performance Security upon expiry of the Term, after clearance of all outstanding liabilities of the Operator pursuant to the Contract. Any structural or cosmetic damage caused to the Contract site due to the willful or negligent acts or omissions of the Operator or the employees, agents, servants or representatives thereof, shall be deducted from the Securities, provided that deposit of the Securities shall not absolve the Operator of its liabilities and duties pursuant to this Contract nor shall it indemnify the Operator in the event of default in paying the Guaranteed Rental to NHA.



**ARTICLE IV  
TRADE NAME AND ADVERTISEMENT**

**Section IV .01**

- a. The Operator shall display NHA's logo at the Contract Site. No other advertisement or sign shall be displayed.
- b. The Operator shall advertise about the Bus Bay and other facilities at its own cost and expense.
- c. During the term, NHA shall retain the right to lease open space within the Contract Site for third party advertisement or any other use as it may deem fit at its sole discretion and operator shall have no rights to object to it.

**ARTICLE V  
PUBLIC UTILITIES**

**Section V.01 Limit of NHA Obligation**

NHA shall provide on the Operator's request in a timely manner, such information as it holds or is available in respect of public utilities provided at the Contract Site; provided that NHA shall not be liable to reimburse the Operator for any loss, damage or expense incurred by the Operator as a result of inaccurate or late information being provided by NHA.

**Section V.02 Facilities**

**Drinking Water Cooler**

The Operator shall arrange at its own all the facilities including drinking water and must ensure provision of electric cooler at site for the use of general public.

**Surveillance cameras**

Operator shall be responsible to install and cover all the site with surveillance cameras round the clock having sufficient storage capacity of data for security purpose at its own cost.

**Section V.03 Application for supply**

In relation to the supply of public utilities and services required by the Operator to effectively perform the Services, NHA shall not be responsible for submitting or procuring any applications in respect thereof to the relevant public utility authorities, companies or undertakings charged with the responsibility for the same.

**Section V.04 Coordination of Works**

The Operator shall not be responsible for the costs and expenses of any works that may be carried out by the relevant public authorities and companies at the Contract Site that are not necessary for performance of the Services.

**Section V.05 Access to Contract Site for Public Utilities**

The Operator shall permit at any time during the Term the authorized personnel of a public utility provider to have access to the Contract Site for the purpose of:

- a. Routine maintenance of any public utility already located within the Contract Site;
- b. The strengthening, replacing or upgrading of any public utility already located within the Contract Site;

- c. Reinstating any foundations, structures, buildings, pavements, cabling and the like which may be disturbed or affected by reason of such works undertaken by a public utility provider, or
- d. Any other work including the installation of any new additional services of the public utility provider within the Contract Site.

**Section V.06 Payment for Utilities**

The Operator shall be responsible for the payment of all utility bills and POL/Maintenance of stand by generators for the Contract Site in its area of jurisdiction including but not limited to street lights to be paid by Operator on actual basis in accordance with the provisions of Article II of this Contract.

**ARTICLE VI**  
**THE NHA REPRESENTATIVE AND EMPLOYEES OF THE OPERATOR**

**Section VI.01     Employer Representative**

The Employer representative for field supervision will be General Manager (Region). He will supervise Contract site through DD (Maintenance/ Revenue) and will be responsible to implement the Contractual Obligations of Operator.

**Section VI.02     Staff of the Operator**

- a. The Operator shall, at its own cost and expense, hire the services of skilled and unskilled staff (“Employees”) for the operation, management and supervision of contract site. List of the employees that shall be hired for this purpose shall be maintained with the Supervisor of the concerned field staff as a record for verification.
- b. NHA may in its sole discretion deem an employee unfit to perform services at under this contract. Such employee shall be immediately removed by the Operator besides taking other course of action required as per Legal way and Law upon the request of NHA and shall not be reappointed to perform any work under this contract except with the written consent of NHA. In the event that NHA elects to exercise its power under this provision, the Operator shall have no right to any compensation whatsoever for any loss consequential to the exercise of such power.
- c. The Employees shall be in proper uniform and must be capable of providing services pursuant to the Contract in an honest, courteous and efficient manner.
- d. If at any time after provision of the List, the Operator desires to recruit or dismiss an employee, the Operator shall forthwith notify NHA of such recruitment or dismissal, to update list of employees all the times.
- e. The Operator shall promptly notify NHA in such case:
  - i. if any disciplinary action has been commenced or taken by the Operator against its employee(s), or
  - ii. if any criminal proceedings have been initiated or concluded.
- f. The Operator shall comply with all prevailing laws, rules and regulations of Pakistan with regard to rights and obligations of the Employees.

**ARTICLE VII  
DEFAULT**

**Section VII.01 Defaulting events along with penalty**

- a. The occurrence of any one or more of the following events shall constitute an event of default by the Operator under this Contract:
  - i. Addition or deletion of any business/facility without prior written agreement with the Employer i.e. NHA;
  - ii. Indulgence in fraudulent acts;
  - iii. Failure to promptly reimburse NHA for any loss or damage caused thereto attributable at an act or omission of the Operator;
  - iv. Delay in commencement or discontinuance by the Operator in the performance of obligations under this contract;
  - v. Failure to pay the Advance Net Guaranteed Rental amount to NHA timely as committed in this Contract.
  - vi. Insolvency, bankruptcy or liquidation of the Operator;
  - vii. Failure by the Operator to perform any component of the contract in a manner specified in the contract.
  
- b. If the Operator commits a default as set out herein above, NHA shall be entitled to exercise the following rights in addition to any or all remedies available to NHA under the law:
  - i. Will encash performance security and Rental security.
  - ii. NHA may terminate this Contract immediately alongwith blacklisting of the Operator on the recommendation of GM (Rev-RoW);
  - iii. NHA may fine the Operator upon each occurrence of a defaulting event. The fine shall range from Rupees ten thousand (Rs. 10,000/-) to Rupees one Lac (Rs. 100,000/-), the exact fine depending on the severity of the defaulting event to be determined by a representative from Rev-RoW Section NHA-HQ, nominated by GM (Rev-RoW).

**ARTICLE VIII  
EXPIRY AND TERMINATION**

**Section VIII.01 Expiry Date of Contract**

Contract shall be valid for a period of three (03) years from the date of issuance of Letter of Commencement.

**Section VIII.02 Early Termination of the Contract**

- a. NHA shall have the right to terminate this Contract or particular services being rendered pursuant to this Contract, for convenience as determined in its sole discretion, at any time during the Term. NHA may exercise this right by furnishing a written notice to the Operator of its action to do so, that the Contract is being terminated. Such termination shall be effective following the date as mentioned in such notice. Thereafter, all references to the obligations under this Contract shall be deemed to refer only to any particular part of the obligations with respect to which this Agreement has not been terminated.
- b. In case NHA fails to provide peaceful possession of contract site, free of all encumbrances, the Operator may give notice to NHA in writing, specifying the default and requiring NHA to rectify the same within sixty (60) days from the date of such notice. If NHA fails to remedy/rectify the said default within the given time period, the Operator shall have the right to issue final notice for termination of contract to NHA, which shall become effective sixty (60) days from the date of the Termination Notice and in this case NHA will release the Securities deposits of the Operator.

**ARTICLE IX  
FORCE MAJEURE**

**Section IX.01 General**

Force Majeure means an event which is not caused by and is beyond the reasonable control of either Party and whose occurrence could not have been reasonably foreseen at the date of this Contract by exercise of due diligence and which makes performance of this Contract impossible in the sense or mode contemplated by the Parties or so impractical as to be considered so impossible under the new circumstances, and includes, but is not limited to war, invasion, riots, insurrection, civil commotion, acts of terrorism in that particular locality only, unusual flood, major earthquake, volcanic activity, radiation or chemical contamination, ionizing radiation, explosions, serious epidemics, any amendment in legislation by Government, any judgment/order passed by the Honorable Supreme Court regarding termination of the subject Contract or its any portion, or any act of God.

**Section IX.02 Notice of Force Majeure**

If either Party is unable to perform or fulfill any of its obligations under this Contract, as a result of an event of Force Majeure, it shall give notice within twenty (20) days of the occurrence thereof to the other Party.

**Section IX.03 Termination/Suspension due to Force Majeure**

Neither party shall by reason of such eventuality, be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance of this Contract shall be resumed as soon as practicable after such eventuality has come to an end or caused to exist provided that if the performance in whole or party of any obligation under this Contract is delayed by reason of any such eventuality for a period exceeding fifteen (15) days, the Parties shall meet and review in good faith the desirability and conditions of terminating this Contract or suspension of the contract up to maximum 182 days.

**Section IX.04 Extension of Time due to Force Majeure**

If the operations at site remain suspended for more than 15 days but become operational within 182 days during the currency of contract, the Operator will be granted extension of time for compensating him in performance of contract requisites. The Extension of Time shall be exactly equal to that time period, for which the sites were not remained operational due to event(s) of force majeure.

**Section IX.05 Continuation of the Contract**

The Parties acknowledge that it is in their mutual interest that to the extent possible, decisions concerning Force Majeure shall be directed towards the continued operation of the Contract for the full duration of the Term as provided in this Contract.

**ARTICLE X**  
**TRANSFER UPON EARLY TERMINATION OR EXPIRY**

**Section X.01      Transfer upon early termination or expiry**

- a. Upon early termination or expiry of this Contract in accordance with the terms and conditions set out herein, the Operator shall immediately cease to enjoy rights under the contract and shall remove all the Employees, workmen, servants, agents engaged in operation of contract immediately on the date on which the termination or expiry takes effect and clear the site for NHA or duly nominated representative thereof, in a properly maintained & operational condition.
- b. The NHA shall, inspect the Contract Sites and assets thereon including all civil works, installations, equipments and facilities and shall issue an inventory to Operator specifying the condition of the assets thereon and whether Operator has failed to abide by any of its obligations under the Contract.
- c. Upon early termination or expiry of this Contract, the rights and entitlements of Operator pursuant to this Contract shall revert to, vest in or remain vested in the NHA, as the case may be.
- d. Operator shall ensure that the Contract Site and other assets under the contract upon the date of early termination or expiry become free of all liens and charges.
- e. If this Contract is terminated pursuant to Sections VIII.02 (a) or VIII.02 (b), then an amount equal to the assessed value of the facility by the designated committee shall be reimbursed to the Operator as demobilization charges.
- f. Notwithstanding any dispute between the Parties or any claim against NHA, the Operator shall hand over vacant and peaceful possession of the Contract Site and other assets thereon to NHA in accordance with the terms and conditions as set out in this Contract. Any dispute between the Parties or any claims of the Operator against NHA shall not in any case entitle the Operator to refuse or delay the transfer of these assets to NHA. Failure by the Operator to do so in accordance with the terms and conditions of this Contract shall be treated as encroachment and unauthorized occupation by the Operator and may be dealt with by NHA under Section 12 of the National Highway Authority Act, 1991 as amended in 2001.



**ARTICLE XI  
RESOLUTION OF DISPUTES**

- A. If any dispute or difference of any kind whatsoever arises between the Operator and the NHA in connection with or arising out of the Contract or performance of the obligations whether during the progress of the obligations or after its completion or after its termination, abandonment or breach of the Contract, it shall in the first place be referred to:
- I. The Employer Representative General Manager (Rev-RoW), NHA shall be served with a notice containing the cause of action, mentioning facts of the case and relief sought. The General Manager (Rev-RoW) shall decide the dispute within twenty-eight (28) days of the receipt of such notice or any extended period with the mutual consent of parties.
  - II. If the Operator is dissatisfied with the decision of the General Manager (Rev-RoW) or if the decision of the General Manager (Rev-RoW) is not forthcoming within the stipulated or extended period, the Operator may within two (02) weeks from the receipt of the decision of the General Manager (Rev-RoW) or expiry of twenty-eight days' time refer the matter to the Member (Finance) along with the cause of action, mentioning facts of the case and relief sought. The Member (Finance) will act as a Sole Adjudicator and shall decide the matter within twenty-eight (28) days from the date of submission or any extended period with the mutual consent of parties.
  - III. The Operator, if dissatisfied with the decision of the Adjudicator shall have the right to serve Notice for Intention to commence litigation within twenty-eight (28) days of receipt of the Adjudicator's decision or within twenty-eight (28) days after the expiry of the period stipulated herein above for decision of the Adjudicator in case he fails to give decision. Place of litigation shall be Islamabad.
- B. Provided however, that the parties shall have the right at resolution of disputes amicably within fifty-six (56) days of service of Notice for Intention to commence litigation and the litigation shall commence in case of failure of amicable settlement.

**ARTICLE XII  
MISCELLANEOUS**

**Section XII.01 Waivers**

No waiver by either Party of any default by the other in the performance of any of the provisions of this Contract shall operate or be construed as a waiver of any other or further default whether of a like or different character.

**Section XII.02 Compliance with Government Rules and Regulations**

The Operator shall, during the Term of this Contract, strictly comply with all laws, polices, guidelines, rules and regulations now existing or hereafter promulgated by the Government of Pakistan and/or NHA. All policies, guidelines, rules and regulations and all applicable laws, shall be read into and made integral parts of this Contract.

**Section XII.03 Non-Relief from Accrued Liability**

The termination of this Contract shall not relieve either Party of any liability that may have already accrued pursuant to the terms of this Contract.

**Section XII.04 Applicable Law**

This Contract shall be governed by and construed in accordance with the Laws of Pakistan.

**Section XII.05 Limit of Rights**

The rights given under this Contract to the Operator in respect of the land made available to it do not confer upon the Operator any proprietary right, title or interest over such land, nor bears any right to pledge any part of the respective Contract Site to any financial institution, whatsoever.

**ARTICLE XIII**  
**PARKING FEE COLLECTION AND TRAFFIC**

**Section XIII.01 Parking Fee Collection by the Contractor**

Subject to the provisions of this Agreement, the NHA hereby authorises the Contractor to levy, demand and collect parking fee from the users of the Bus Bay and to deposit guaranteed revenue of NHA in NHA RM Account on quarterly basis in accordance with this Agreement.

**Section XIII.02 Parking Fee Policy**

- a. Subject to the terms and conditions of this Agreement the Base Year parking fee, for the categories of vehicle to be permitted to use the Bus Bay is as under:

<b>Sr. No</b>	<b>Vehicle Category</b>	<b>Rates (Rs.)</b>
A	All kind of cars (Taxi) and Rickshaws.	10
B	Wagon upto 12 seats, Pickup all types modified to carry passengers (Toyota Hilux single/double Cabin), Milk trucks T-3000 and equivalent.	30
C	Wagon 13-24 seats, Coaster and Mini Bus built on T-3500 Mazda chassis (upto 24 seats) and Mini Truck/Tanker built on T-3500 Mazda Chassis and equivalent.	50
D	Buses (more than 25 seats).	100

- b. The Contractor can't at its own discretion, set toll rates in any year at levels lower or higher than this maximum rate provided.
- c. The Contractor may, at its discretion, offer and negotiate toll concession with regular users of the Bus Bay (individuals, companies, government authorities and other bodies), without decreasing the net guaranteed revenue of NHA.
- d. All rates approved by NHA must be displayed at each bus bay. No overcharging of any sort will be allowed. In case complaint of overcharging is lodged by commuter/facility users or NHA representatives and it is proved that overcharging has been done, the contractor will be blacklisted and performance securities may also be forfeited or as decided by NHA.

**Section XIII.03 NO GUARANTEE OF TRAFFIC, REVENUE**

Nothing contained herein or in any other document shall be construed as providing any guarantee by the NHA of traffic flows or revenue levels.

**III. ADDENDUM TO THE BIDDING  
DOCUMENT, IF ANY**

## **IV. SAMPLE FORMS**

**FORM OF ENVELOPE LABEL**

**ORIGINAL BID + 01 COPY**

**WARNING:** DO NOT OPEN BEFORE: \_\_\_\_\_

Bid Title: \_\_\_\_\_

Package: \_\_\_\_\_

Bid Opening Date: \_\_\_\_\_

**To:**

**General Manager (Rev-RoW)**  
**National Highway Authority-HQ**  
**27-Mauve Area, G-9/1, Islamabad**

**From:**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**CONTRACT FOR NET GUARANTEED RENTAL REVENUE BASIS FOR**  
**OPERATION, MANAGEMENT AND MAINTENANCE OF BUS BAYS WITH**  
**PROVISION OF PUBLIC FACILITIES**

**PREAMBLE**

This Contract for Net Guaranteed Rental hereinafter referred as “Contract” is entered into at Islamabad on this the \_\_\_\_\_ day of \_\_\_\_\_ 2020 (“Effective Date”).

**BETWEEN**

(1) **National Highway Authority** (“hereinafter called Employer”). A body corporate established under the National Highway Act 1991 (Act XI of 1991) and having its office at 28-Mauve Area, G-9/1, Islamabad, represented through its Chairman, legal assignees and successor in office (1<sup>st</sup> Party).

**AND**

(2) **“Operator’s Name”** duly incorporated, registered and existing under the applicable Laws of Pakistan, with its registered office at \_\_\_\_\_ Pakistan (“Name of Operator”, which expression shall include where the context so permits its successors-in-interest and permitted assignees) OF THE OTHER PART.

The NHA and the Operator hereinafter individually referred to as “Party” and collectively as “Parties”.

**WITNESSETH:**

**WHEREAS** the NHA offered “Operation Management & Maintenance of XXX Bus Bay at Km-xxx+xxx North & South Bound on N-xxx” against Advance Quarterly Net Guaranteed Rentals amounting to Rs. \_\_\_\_\_, (to be increased @10% per annum cumulatively in the subsequent years) which the bidder shall pay to the Employer in consideration of the right to utilize NHA xxx bus bay, for a period of three (03) years. The payment to NHA shall be due towards the Operator after expiry of the grace period which is mentioned in letter of commencement. The contract should be performed by the Operator strictly in accordance with the requirements of Employer as set out in the contract documents.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, in the following order of priority:
  - I. Letter of Acceptance (LoA).
  - II. Contract Agreement.
  - III. Instructions to bidders (ITB) (Clauses 1 to 28).
  - IV. Terms & Conditions (Articles I to XIII).
  - V. Addendum to Bidding Document (if any).
  - VI. Sample Forms.
  - VII. Annexures (Annex-A/1 to A/5).
  - VIII. Bid Form

**IN WITNESS** whereof the parties hereto have caused this Contract to be executed in the day and year first above written.

Signature of the Operator

\_\_\_\_\_  
(Seal)

Signature of Employer

\_\_\_\_\_  
(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

\_\_\_\_\_

(Name, Title and Address)

Witness:

\_\_\_\_\_

(Name, Title and Address)



**(INTEGRITY PACT)**

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

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

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

Without limiting the generality of the foregoing, [name of Operator] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

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

[name of Operator] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

Name of Employer: .....**[Seal]**

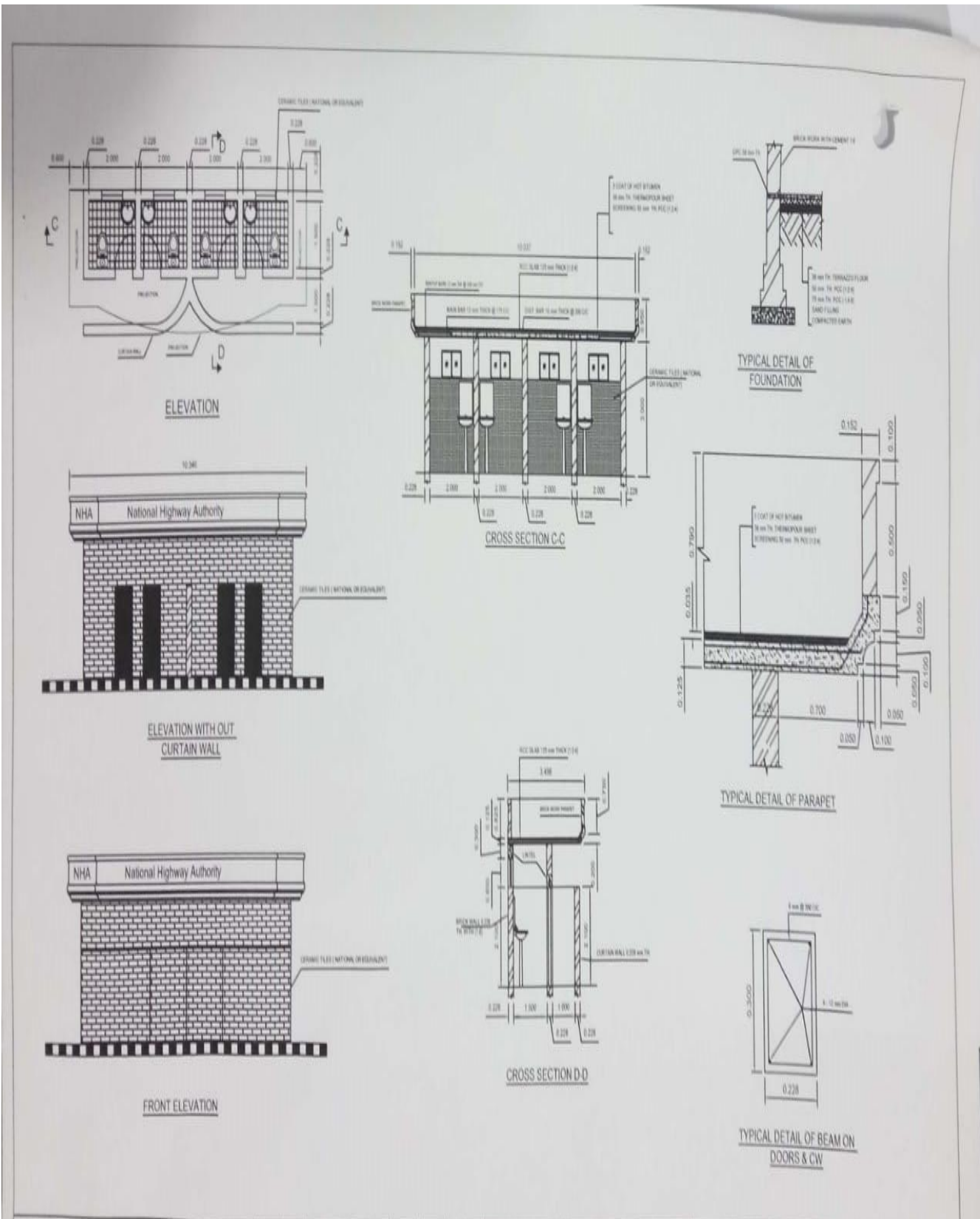
Name of Operator: ..... **[Seal]**


Signature: .....

Signature: .....

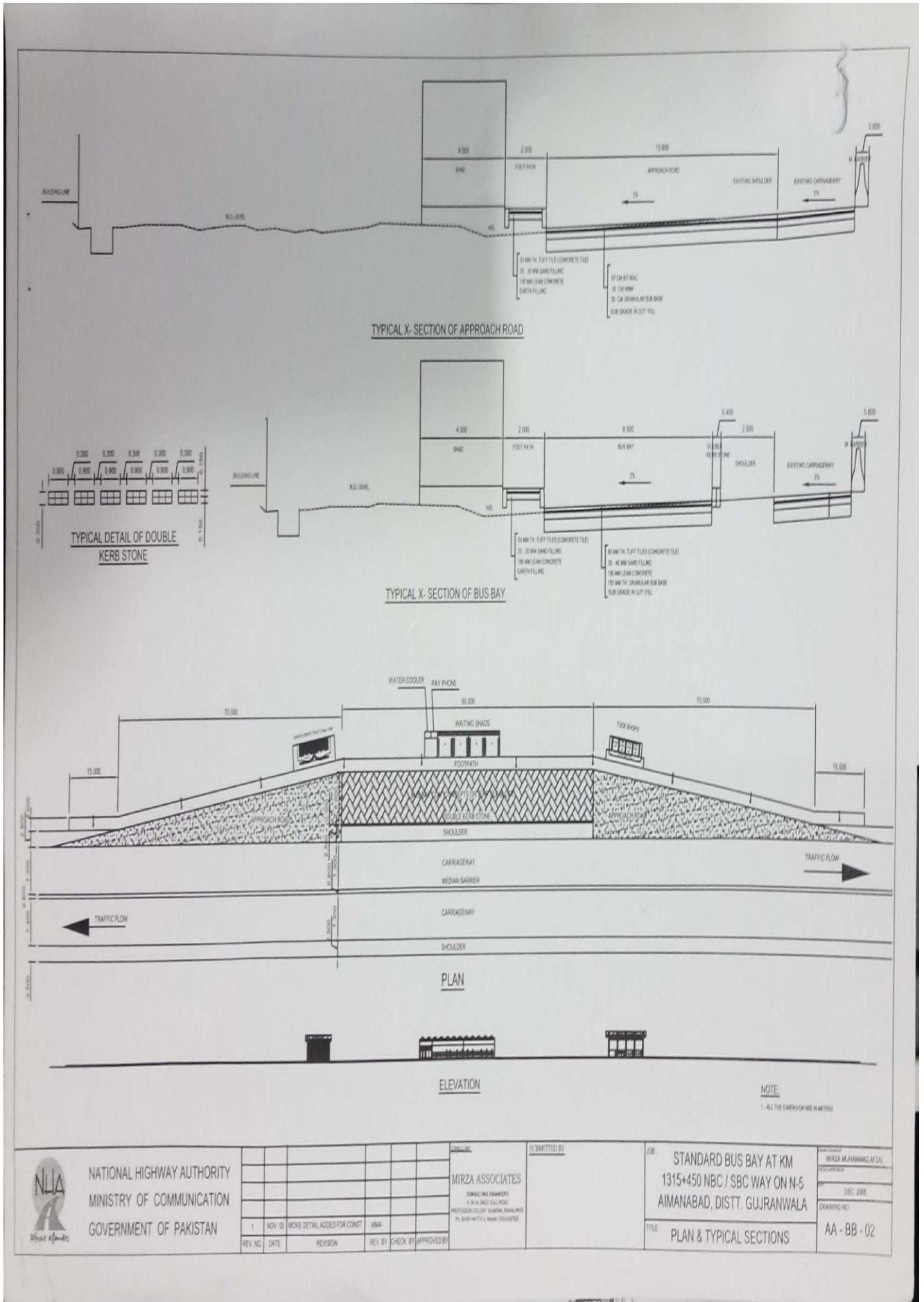
**VI. ANNEXURES**

**OPERATION, MANAGEMENT AND MAINTENANCE OF BUS BAYS WITH PROVISION OF PUBLIC FACILITIES**



 <p><b>NATIONAL HIGHWAY AUTHORITY</b> MINISTRY OF COMMUNICATION GOVERNMENT OF PAKISTAN</p>						PREPARED BY <b>MIRZA ASSOCIATES</b> CHIEF ARCHITECT FEDERAL COLONY PHASE I, KARACHI TEL: 3584 4111 FAX: 3584 4112	SUBMITTED BY _____	NO. <b>STANDARD BUS BAY AT KM 1315+450 NBC / SBC WAY ON N-5 AIMANABAD, DISTT. GUJRANWALA</b>	DRAWN BY <b>MIRZA MUHAMMAD AZIZ</b>	
	1	NOV 08	MORE DETAIL ADDED FOR CONVT	UMA					DEC 2008	
	REV NO	DATE	REVISION	REV BY	CHECK BY	APPROVED BY				DRAWING NO.
										<b>AA - BB - 04</b>
TITLE <b>DETAIL OF TOILET</b>										

OPERATION, MANAGEMENT AND MAINTENANCE OF BUS BAYS WITH PROVISION OF PUBLIC FACILITIES



**NHA**  
NATIONAL HIGHWAY AUTHORITY  
MINISTRY OF COMMUNICATION  
GOVERNMENT OF PAKISTAN

REV. NO.	DATE	REVISION	REV. BY	CHECK BY	APPROVED BY
1	NOV 05	MORE DETAIL ADDED FOR CONST	MMA		

**MIRZA ASSOCIATES**  
CONSULTING ENGINEERS  
P.O. BOX 5000, KARACHI  
PROFESSIONAL REGISTRATION NO. 10100/2003  
P.E. REGISTRATION NO. 10100/2003

**PROJECT:** STANDARD BUS BAY AT KM 1315+450 NBC / SBC WAY ON N-5 AIMANABAD, DISTT. GUJRANWALA

**TITLE:** PLAN & TYPICAL SECTIONS

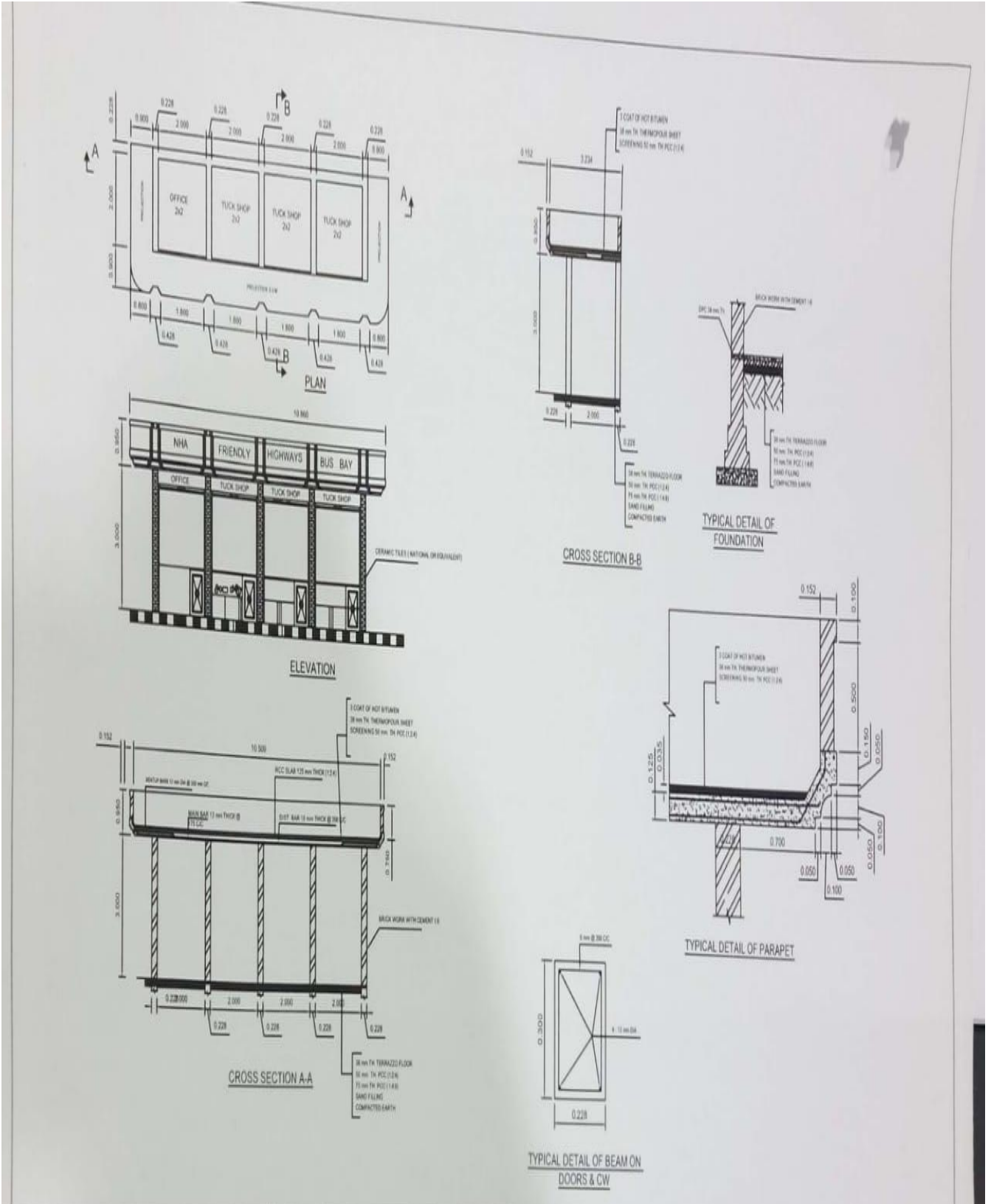
**DESIGNED BY:** MIRZA MUHAMMAD AZIZ ALI

**CHECKED BY:**

**DATE:** DEC 2005

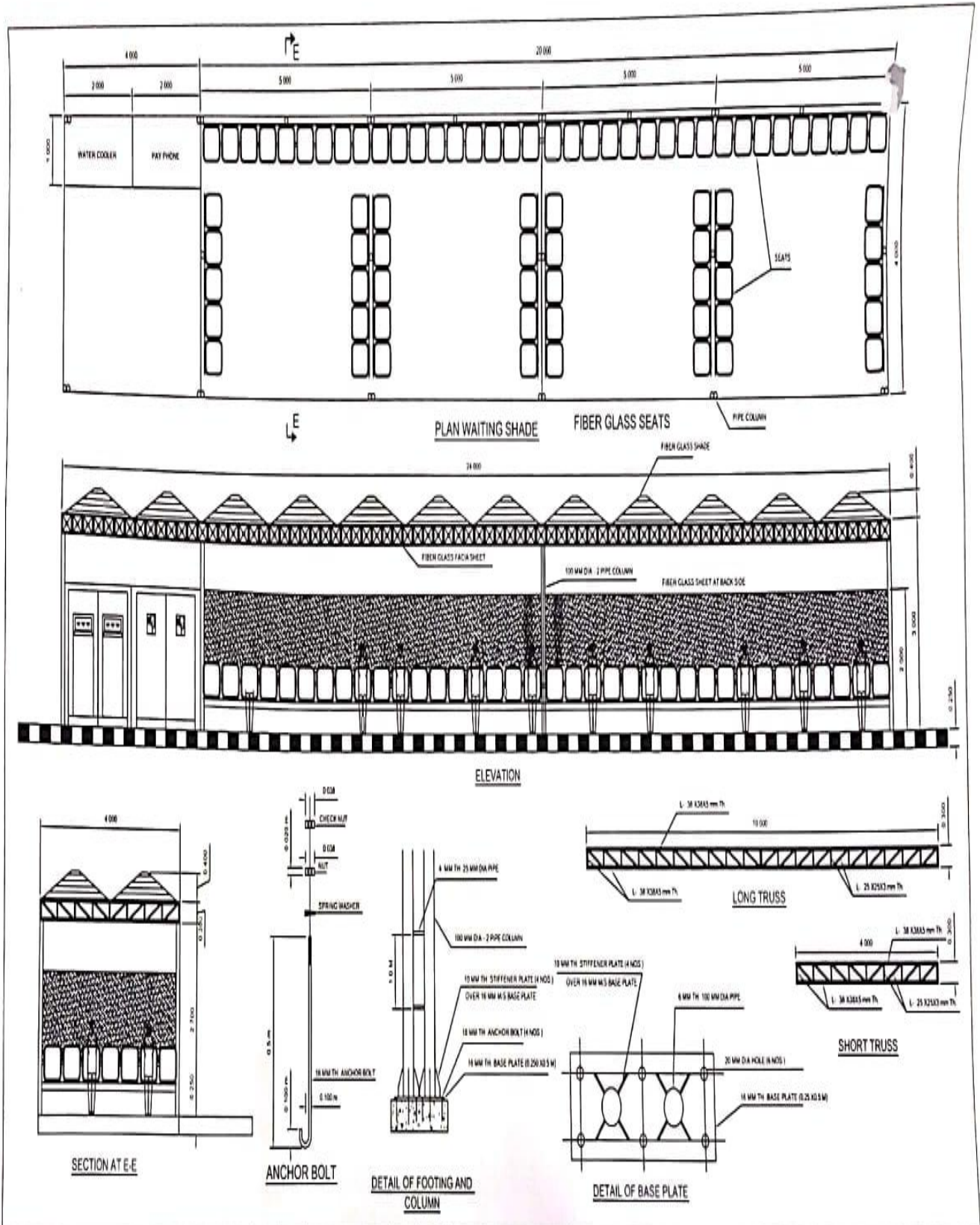
**DRAWING NO.:** AA - BB - 02

OPERATION, MANAGEMENT AND MAINTENANCE OF BUS BAYS WITH PROVISION OF PUBLIC FACILITIES

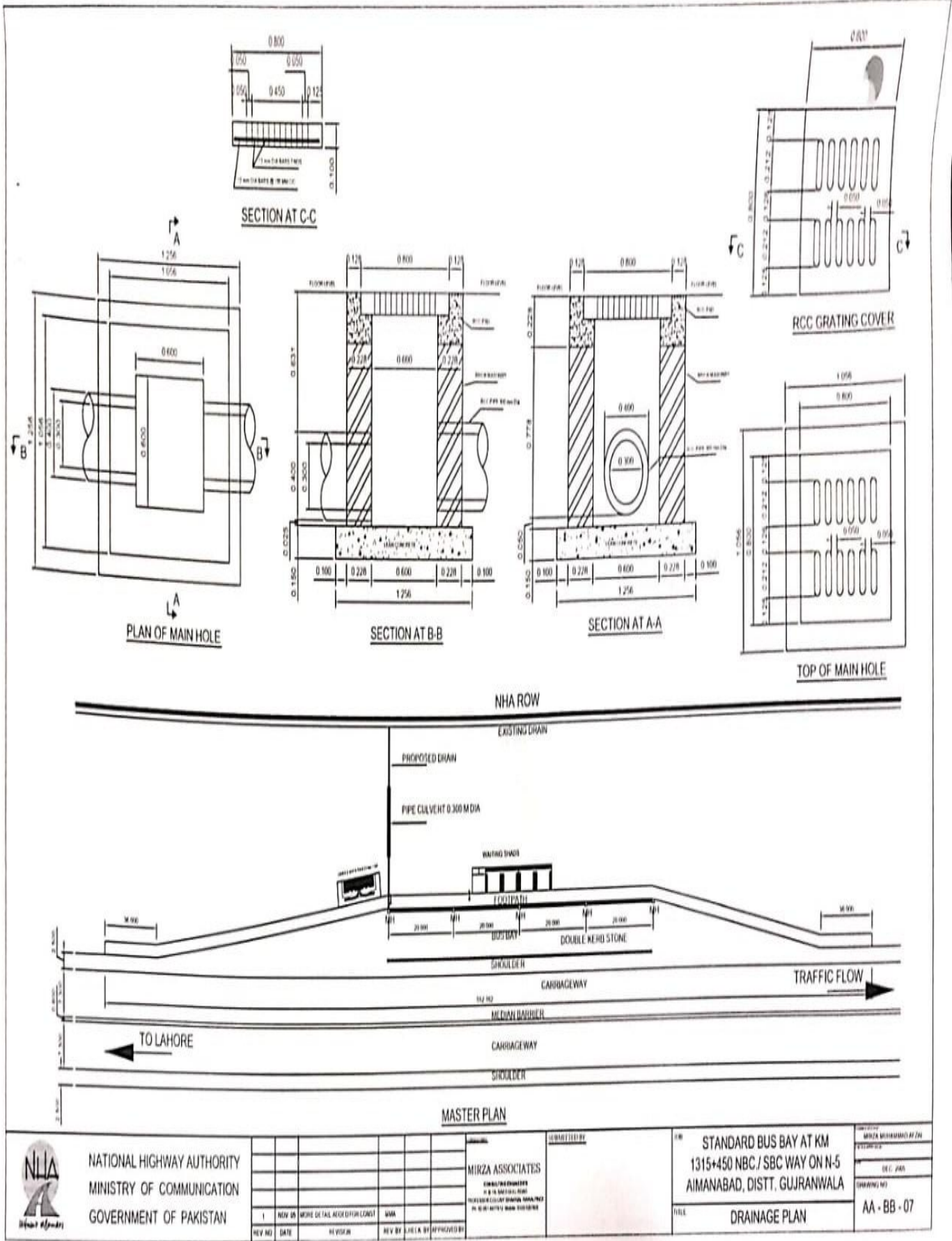


 <p>NATIONAL HIGHWAY AUTHORITY MINISTRY OF COMMUNICATION GOVERNMENT OF PAKISTAN</p>													
	1	NOV-08	MORE DETAIL ADDED FOR CONCT	NHA									
REV. NO.	DATE	REVISION	REV. BY	CHECK BY	APPROVED BY								
						<p>MIRZA ASSOCIATES CONSULTING ENGINEERS 6-3/4, 3RD FLOOR PROFESSIONAL COLLEGE BUILDING, GURDWARA LAHORE - 54000, PAKISTAN</p>	<p>SUBMITTED BY</p>	<p>OR</p> <p>STANDARD BUS BAY AT KM 1315+450 NBC / SBC WAY ON N-5 AIMANABAD, DISTT. GUJRANWALA</p>	<p>MIRZA MUHAMMAD AZIZ DCC 2005 DRAWING NO</p>				
										TITLE	DETAIL OF SHOPS	AA - BB - 03	

OPERATION, MANAGEMENT AND MAINTENANCE OF BUS BAYS WITH PROVISION OF PUBLIC FACILITIES



 <p>NATIONAL HIGHWAY AUTHORITY MINISTRY OF COMMUNICATION GOVERNMENT OF PAKISTAN</p>	<table border="1"> <tr> <td>REV NO</td> <td>DATE</td> <td>REVISION</td> <td>REV BY</td> <td>CHECK BY</td> <td>APPROVED BY</td> </tr> <tr> <td>1</td> <td></td> <td>MECH. DETAIL ADDED FOR CONGT</td> <td></td> <td></td> <td></td> </tr> </table>				REV NO	DATE	REVISION	REV BY	CHECK BY	APPROVED BY	1		MECH. DETAIL ADDED FOR CONGT				<p>DESIGNED BY <b>MIRZA MUHAMMAD AFZAL</b></p> <p>DRAWN BY <b>DEC 2022</b></p> <p>DRAWING NO <b>AA - BB - 05</b></p>
	REV NO	DATE	REVISION	REV BY	CHECK BY	APPROVED BY											
1		MECH. DETAIL ADDED FOR CONGT															
<p>PROJECT <b>MIRZA ASSOCIATES</b></p> <p>DESIGNED BY <b>MIRZA MUHAMMAD AFZAL</b></p> <p>DRAWN BY <b>DEC 2022</b></p> <p>DRAWING NO <b>AA - BB - 05</b></p>	<p>SUBMITTED BY</p>	<p>JOB <b>STANDARD BUS BAY AT KM 1315+450 NBC / SBC WAY ON N-5 AIMANABAD, DISTT. GUJRANWALA</b></p> <p>TITLE <b>WAITING SHED</b></p>															



 <p>NATIONAL HIGHWAY AUTHORITY MINISTRY OF COMMUNICATION GOVERNMENT OF PAKISTAN</p>	<p>NO. 1</p> <p>REV IN MORE DETAIL AS PER CONSULTANT</p> <p>REV NO. DATE REVISION REV BY CHECK BY APPROVED BY</p>			<p>DESIGNED BY</p> <p>MIRZA ASSOCIATES</p> <p>CONSULTANTS</p> <p>13-B, SAFI HILL ROAD</p> <p>PO BOX 1000, GUJRANWALA</p> <p>PH: 099-7474111 FAX: 099-7474112</p>	<p>DATE</p> <p>13/11/2013</p>	<p>PROJECT</p> <p>STANDARD BUS BAY AT KM 1315+450 NBC / SBC WAY ON N-5 AIMANABAD, DISTT. GUJRANWALA</p>	<p>SCALE</p> <p>DRAINAGE PLAN</p>	<p>NO. OF SHEETS</p> <p>1</p>	<p>TOTAL SHEETS</p> <p>1</p>
	<p>APPROVED BY</p> <p>13/11/2013</p>		<p>PROJECT NO.</p> <p>AA-BB-07</p>	<p>DATE</p> <p>13/11/2013</p>	<p>PROJECT NO.</p> <p>AA-BB-07</p>				

**VI. FINANCIAL BID FORM**



**THE BID**

**FOR THE CONTRACT REGARDING**

**“OPERATION, MANAGEMENT AND MAINTENANCE OF BUS BAYS**  
**WITH PROVISION OF PUBLIC FACILITIES”**

**Bus Bay**

**Amount of Net Guaranteed Revenue to NHA**

Period/Year	Net Guaranteed Revenue		
	In Figure		In Words
	Per Month (A)	Per Year (B=Ax12)	Per Month (A)
<b>1<sup>st</sup> Year</b> (from the date of commencement)			
<b>2<sup>nd</sup> Year</b> (110% of the 1 <sup>st</sup> year)			
<b>3<sup>rd</sup> Year</b> (110% of the 2 <sup>nd</sup> year)			
<b>Total amount of Bid</b>			

Guaranteed rentals shall be deposited for three (03) months in advance by the Operator by 5<sup>th</sup> of respective month to **“National Highway Authority, Road Maintenance Account, Islamabad”** in the form of Pay order to be deposited at Revenue Section NHA HQ under intimation to concerned GM.

**In addition to Net Guaranteed Rentals, payment of all applicable taxes on net guaranteed Rentals shall be the responsibility of bidder and the same is required to be deposited as per prevailing Tax laws of Pakistan.**

After completion of the contract, the Operator shall handover all the established/constructed facilities/amenities to NHA without any claim to cost or any terms & conditions as the Employer i.e. NHA will re-tender (or otherwise as it deems fit) the subject facility on its expiry for further operations in accordance with the provisions of NHA code and PPRA Rules.

Signature of Bidder

With Name, CNIC No. and seal of the firm

Address: \_\_\_\_\_