

## **GUIDELINE FOR THE CONTRACTORS HAVING CONTRACT WITH PAKISTAN AERONAUTICAL COMPLEX KAMRA**

**Registration:** Following documents are necessary for registration:-

1. Original copy of the Agency agreement with the foreign principal.
2. Valid agency agreement with rate of commission Agent be mentioned.
3. Export certificate for Defence hardware from x-country to Pakistan issued by respective Govt office be provided.
4. Bank account reference in scheduled bank of Pakistan or its branch around the world.
5. Bank statement and balance for last six months.

**Pre-Contracting:** Following aspects are to be considered for clear cut pre-contracting decisions:-

1. Validity of quotes which may be extendable till 30 Jun of the next FY.
2. Requirement of End User Certificate (EUC) if required and it may be made a part of the initial quotation submitted by the bidder.
3. Type of equipment / machine with Original Equipment / Machines Manufacturer reference.
4. Conformance certificate of specifications by OEM.
5. Country of Origin.
6. Depositing of Earnest Money as per Registration Policy of PAC ie 5% by the registered and 10% by the non-registered / Provisional Registered contractors.
7. Deposit of Tender Fee @ Rs 200 alongwith the bids.
8. Performa invoice is to be provided from the OEM / manufacturer.
9. Conditional / incomplete detail of technical specification (not acceptable).
10. Details of optional accessories with No of items be quoted within cost.
11. Minimum order quantity acceptable.
12. Minimum order value of contract acceptable.
13. In-Lieu items offered with cost.
14. Non-standard abbreviations not allowed.

**Contracting:** Following information is required to be provided / ensured:-

1. Confirmed port of shipment.
2. Details of beneficiary (principal Bank).
3. Availability of the contract currency.
4. Terms of payment.
5. Shipment / transaction thro PIAC / PNSC and availability of aircraft / ship from the desired port of shipment be confirmed. Change of port of shipment due to non – availability of PIA / PNSC after signing the contract may be avoided which involves modification / alteration of contract documents and requires time.
5. Payment modes i.e. thro Letter of Credit / release order.

6. Warranty / Guarantee of the items provided.
7. Shelf and installed life of the items.
8. Life of chemicals to be 75% of the useful life on receipt of items at PAC.

### **Post Contracting**

1. Change of port of shipment without partial consignment delivering requirement against contract clause may not be acceded and it may lead to disciplinary action against contractor.
2. Requests for authorizations or modifications other than PIA / PNSC carrier due to non-availability of national flag carrier may be acceded at the expenses of the contractor. To ensure smooth management it should be ascertained before contracting.
3. Inland transportation charges (inside / outside Pakistan), handling charges at the airport paid by the freight forwarder (outside Pakistan) are not to be charged to PAC. Change of principal / beneficiary bank may cast quotations to the credibility of the contractor.
4. Delivery Period (DP) be kept fixed. Disciplinary action may be initiated after 2<sup>nd</sup> extension in DP. Imposition of Liquidated Damages @ 1-2% of the value of the undelivered stores will be liable on contractor.
5. Bank guarantees be deposited within 30 days after issuance of Letter of Credit by CMA Rawalpindi.
6. PACB may not approach any agency, outside the purview of the contract.
7. In-lieu stores offered for the items won thro open bid will not be acceptable.
8. All licenses requirement from foreign Governments will rest with the contractor.
9. Delay in shipments due to non-issuance of Licence / permission from foreign government may affect the credibility of the contractor.
10. Repeat amendments after the contract signed, may indicate poor performance of the contractor which will be dealt as per rules of category of the vendors
11. Delays in installation / commissioning of machines equipment may effect the reputation of the contractor.

### **Moral:**

Lets make the joint efforts, swift and error free, for availing an excellent business opportunity.