

TENDER DOCUMENT

FOR

PROCUREMENT OF SERVICES FOR

AQUIRING VEHICLES ON RENTAL

BASIS UNDER OPEN FRAMEWORK

CONTRACT

**TERMS
&CONDITION
S**

The Project Director Revamping of Non-Teaching DHQ Hospital KP (RNT-DHQ) (hereinafter called the "Client") invites sealed bids from eligible and experienced firms / companies (hereinafter referred to as "Firm") for the specified services as per Annex-A (hereinafter referred to as "services")'

1. General:

- 1.1** Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
- a. received without bid security
 - b. it is received after the time and date fixed for its receipt
 - c. not signed & stamped by authorized person on each page of tender document
 - d. the offer is ambiguous
 - e. the offer is received by fax or e-mail
 - f. the offer is from a blacklisted firm
 - g. offer received with shorter validity than required
 - h. the offer is not conforming to specifications indicated in the tender documents
 - i. the offer / quoted rates are furnished other than the tender documents
 - j. any additional terms & conditions added by the Firm
 - k. any conditional offer
- 1.2** Bid will remain valid for a period of 40 days from the date of opening the tender' Contract will be enforced initially for a period of one (01) year which may be extended with mutual consents of both parties for another two years (Client and Firm). No Escalation will be permissible during whole contract period. Contract Will be awarded to lowest Firm as per detailed at Annex-A.
- 1.3** The envelope must indicate particulars of tender and date of opening' The envelopes must be properly sealed.
- 1.4** Offered rates will be on monthly basis and shall be inclusive of all taxes.
- 1.5** Order will be issued by The Project Director Revamping of Non-Teaching DHQ Hospital KP (RNT-DHQ).

2. TimePeriod:

- 2.1** The Firm will have to supply the vehicles immediately after signing of the contract Firm(s) will have to provide vehicle(s) within two (2) weeks after issuance of workorder/email.

3. Extension of DeliveryPeriod:

- 3.1** In special circumstances, request for extension of supply of service's may be considered by the Competent Authority on the written request of the Firm before the target date of supply, who will be authorized to either accept or reject the Request of Firm without assigning any reason.

4. Cancellation / Penalty of Delay:

- 4.1** In case, Firm fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be encashed and penalty at the rate of double of per day cost will be imposed.
- 4.2** The vehicles will be inspected by The Project Director Revamping of Non-Teaching DHQ Hospital KP (RNT-DHQ), through authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex - A and The Project Director Revamping of Non-Teaching DHQ Hospital KP (RNT-DHQ) will not be responsible for any costs or expenses incurred by the Firm in connection with the supply of services.

5. Payment to the Contractors:

- 5.1** Payment will be made through crossed cheque to the Firm against invoice after 100% completion of satisfactory services on monthly basis. No payment will be made as advance.

6. Bid Security:

- 6.1** Mandatory Bid Security / Earnest Money amounting 100,000/- (fixed amount) of the quoted bid from each bidder's account in the name of undersigned is required to be submitted along with the Financial Bid within its sealed envelope.
- 6.2** A separate photocopy of this Bids Security financial instrument should also be placed inside the sealed envelope of Technical Proposal.
- 6.3** The Bid security shall be from the account of firm/bidder taking part in the bidding competition or otherwise shall lead to rejection of bid/s.
- 6.4** Bid security in form of Pay Order (PO) shall not be acceptable and will lead to rejection of the bid without any further consideration.

7. Deduction of Taxes:

7.1 Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/Notifications.

8. Dispute:

8.1 In case of any dispute before or after the execution of contract, matter will be resolved as per KPPRA Rules.

9. Technical Evaluation Criteria:

9.1 The applicant must be the owner of the Company / Firm having at least 05 own vehicles, model 2012 & above as per detailed at Annex-A.

9.2 NTN certificates.

9.3 Copy of CNIC of proprietor.

9.4 Any other relevant information with documents in addition to the above that the Firm may like to furnish in support of their application.

10. Bid / Tender opening procedure:

Bidding shall be conducted through Single Stage –One Envelopes Bidding Procedure comprising a single sealed package containing all relevant documents in compliance to KPPRA Rules-2014 for selecting Best Evaluated Bid.

10.1 Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal.

10.2 All bids received shall be opened and evaluated by committee

10.3 Technical Evaluation shall be carried out by the committee according to the criteria mentioned in the bidding documents.

10.4 The financial proposals will be then evaluated which essentially means arithmetical corrections/adjustment.

10.5 The bidder who has submitted the lowest evaluated bid shall be awarded the contract.

11. Other terms & conditions:

- 11.1** The Client shall, after issuance of Letter of Intent, send the Contract provided in the Tender Document, to the successful Bidder. Within three working days of the receipt of such Contract, the Bidder shall sign and date the Contract and return it to the Client.
- 11.2** Framework Contract will be signed for one (01) year initially, which shall be extendable for another two (02) years starting from the date of issuance of Letter of Intent. Extension of contract shall be based on the mutual consent of both parties, on provision of satisfactory services by the service provider, approval of board of directors and approved budgetary provisions of the Client.
- 11.3** The Firm shall provide the rental services for travelling on monthly rental basis for vehicles detailed at Annex-A with valid license holder driver and working AC (For Car only). The quantity of vehicles may vary as per requirement of the Client.
- 11.4** Client may also provide the vehicles for out of city, official travelling whenever required for Punjab/KPK/AJK/GB/Sindh. These vehicles are other Annexure-A monthly hired vehicles. The bid on daily basis inclusive of Drivers daily allowance and POL/without POL. (Inclusive of all taxes).
- 11.5** The Firm shall allocate one supervisor/manager for the supervision of drivers/vehicles and coordination with RNT-DHQ.
- 11.6** The Client shall provide the petroleum, oil change, and car wash of the vehicles hired under this tender/contract.
- 11.7** The Vehicles provided under this tender / contract should preferably be PETROL. The Monthly Rental shall include Driver Wages, food etc. and all applicable government taxes.
- 11.8** The monthly Rental of Vehicle provided under this Contract shall remain the same during the period of this Contract. The Firm shall not demand for increase in monthly rental during the period of this Contract.
- 11.9** All vehicles provided should be comprehensively insured.
- 11.10** Trackers must be installed in all vehicles and tracking reports will be shared with RNT-DHQ on weekly basis and the Contractor shall also ensure to provide login credentials of tracking services.
- 11.11** Registered for operation during the period of this Contract with registration documentation in the vehicle and registration / number plates affixed to the vehicle as required by laws of Pakistan.
- 11.12** Vehicles must be equipped with necessary safety items, including Seat belt, spare tire, mechanical jack and basic handtools.
- 12** The bidders/contractors shall submit an affidavit to the effect that the firm has never been blacklisted by any Ministry/Division / Department /Organization.
- 13** The Authority reserves the right to reject all or any of the bid/proposal in accordance with the provision of KPPRA Rules.
- 14** The bidders/contractors have to confirm availability of required Transport on minimum notice i.e. 24 hours.

- 14.1** The Rate shall be provided vehicle wise, **with and without driversboth.**
- 14.2** The Contract may be revoked by the Client at any time in case of unsatisfactory services or failure to perform services after serving prior warning notice and all payments will be withheld by the Client. Drivers shall be responsible to always ensure proper hygiene at vehicle. Driver must maintain proper logbook / travel detail monthlyinvoice.
- 14.3** The Firm shall be responsible for the maintenance of all vehicles provided under thisContract.
- 14.4** In case of theft, snatching or total loss to the vehicle through accidents the Firm will deal with the insurancecompanyfordocumentation,depreciation,andfinalclaimsettlements withtheinsurance company.
- 14.5** In case of repair, if the vehicle takes more than one day. The Firm shall provide alternate similar vehicle on urgent basis without any delay and in this regard no extra charges shall be paid bythe Client.
- 14.6** The Firm will maintain a logbook for each travel containing the complete travel details with mileage and locations. The complete travel will be signed by the driver in the logbook.
- 14.7** The Client and the Firm shall make every effort to amicably resolve, by direct informal negotiation and as per KPPRA Rules, any disagreement or dispute arising between them under or in connection with the Contract.
- 15** The Contract shall be governed by and interpreted in accordance with the laws ofPakistan.

Annex A

Detail of Vehicles Required

Toyota Corolla Model 2017/2018 Insurance With Periodic Maintenance	Quote should be both With or without drivers
Honada Civic 2017/2018 Model	
Toyota Revo 2020/21	
Driver	

The rates shall be included of the following cost;

Car rental cost
Periodic Maintenance cost
Driver salary
Insurance cost
Taxes

Evaluation Criteria

S.NO	Criteria	Max Marks	Obtained
1	Registered with Income Tax Department – Has NTN	Mandatory	Yes/No
2	Minimum experience of 3 years	Mandatory	Yes/No
3.	Affidavittototheeffectthatthefirmhasneverbeenblacklisted by any Ministry/Division/Department/Organization.	Mandatory	Yes/No
4.	Number of own vehicles	20	
5.	Annual Turnover (Average for last 3 years)	20	
6.	Membership of Trade bodies	10	
7.	Presence in different parts of the country	20	
8.	Experience in years	10	
9.	Current clients	10	
10.	Financial Health	10	
	Total	100	

Note: The firm ranked best with respect to a criterion will be awarded maximum marks in that field.

Firm Information	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	

FORM A- LETTER OF APPLICATION

Registered Business Name:

Registered Business Address:

Telephone: _____ Fax: _____

To.

1. We hereby apply for pre-qualification with The Project Director Revamping of Non-Teaching DHQ Hospital KP (RNT-DHQ) as a carriage contractor.
2. We authorize RNT-DHQ or its authorized representatives to carry out verification of the statements, documents and information submitted and to clarify the financial and technical aspects of this application from any person, Business department, Agency or Firm.
3. The names and positions of contact persons whom may be contacted for further information, if required, are as follows:

S.No.	Name	Position in the company	Contact No.
a)			
b)			

4. We declare that

i) The statements made and the information provided in the application are complete, true and correct in every detail.

ii) This firm has never been blacklisted by any Government Department, Semi-Government Authority or Corporation. **(Certificate to this effect on Rs.20 non-judicial stamp paper to be provided.)**

Respectfully,

(Authorized representative of application)

Dated: _____

FORM B - DETAILS OF DIRECTORS / PARTNERS

Name	Status Director / Partner	Nationality	Experience	Type of Experience

C.E.O