



**Pakistan Institute of Development Economics**

QUAID-I-AZAM UNIVERSITY CAMPUS P.O. BOX 1091, ISLAMABAD

## **TENDER NOTICE NO. GS/T/10/2023**

**CLOSE FRAMEWORK CATEGORY**

**TENDER DOCUMENT**

**FOR**

**HIRING OF VEHICLES SERVICES ON RENTAL BASIS ALL PAKISTAN**



Note: Procurement will be done by Pakistan Institute of Development Economics (PIDE), Islamabad  
in line with PPRA rules 2014

## TERMS & CONDITIONS

Pakistan Institute of Development Economics (PIDE), Islamabad (hereinafter call 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 and conditions of the tender enquiry is liable to be ignored. no offer shall be considered if:

- a. Received without bid security
- b. Received after the time and date fixed for its receipt
- c. Lack signature and stamp of an authorized person of the bidder on each page of tender document
- d. Offers an ambiguous deal
- e. Not received through surface mail (i.e. public or private courier services)
- f. Submitted by a black listed firms
- g. Offer received with shorter validity than required
- h. Not conforming to specification indicated in the tender documents
- i. Quoted rates are furnished other than the tender documents
- j. Quoted rates are furnished other than the tender document
- 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 01 year which may be extended with mutual consents of both parties (client and firm) for further one year. No escalation will be permissible during whole contract period. Contract will be awarded to lowest firm as detail at Annex-A

1.3 The envelop must indicate particulars of tender and date of opening. the envelops must be properly sealed

1.4 Offered rates will be on monthly, fortnightly, weekly and daily basis; with driver and without driver; with fuel and without fuel; and shall be inclusive of all taxes.

1.5 Order will be issued by Pakistan Institute of Development Economics (PIDE), Islamabad

### 2. TIME PERIOD

2.1 The firm need to have capability to supply/ provide the vehicles in all Pakistan provinces and made them available on the designated points of start from where these can move to any area in Pakistan whenever and as required. the designated points of start are Hyderabad, Karachi, Sukkur, Bahawalpur, DG Khan, Multan, Quetta, Gwadar, Sargodha, Sialkot, Lahore, Gujranwala, Rawalpindi, Islamabad, Faisalabad, Peshawar, Abbottabad, Gilgit, Muzaffarabad, and Mirpur AJ&K

### 3. CANCELLATION/ PENALTY OF DELAY:

3.1 In case, firm fails to execute the contract in accordance with the terms & condition laid down in the tender document, bid security will be enashed and penalty @ double of per day cost will be impose.

3.2 The vehicles will be inspected by PIDE, Islamabad through authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex-A. the institute will not be responsible for any cost or expenses incurred by the firm in connection with the supply of services

### 4. PAYMENT TO THE CONTRACTORS:

4.1 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.

### 5. BID SECURITY:

5.1 Bid security of Rs. 50,000/- will have to be attached along with Financial Proposal. It should be in the form of Pay Order/ Bank Draft/ CDR from scheduled bank in favor of DDO, PIDE.

5.2 Bid security of unsuccessful Firms shall be refunded on the finalization of the Tender whereas the bid security of successful Firm shall be refunded after successful Completion of contract period.

5.3 The bid security shall be forfeited if:

- a. The offer is withdrawn, amended or revised.
- b. The Firm fails to execute the contract strictly in accordance with terms and conditions of tender document.

### 6. DEDUCTION OF TAXES:

6.1 Any taxes (as applicable) will be deducted while making payment as per Government Rules/ instructions/ notifications.

### 7. DISPUTE:

7.1 In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules

### 8. TECHNICAL EVALUATION CRITERIA:

8.1 The applicant must be the owner of the Firm.

8.2 Firm need to have the capacity to spare at least 15 vehicles of model 2015 & above in each category of the vehicles (as mentioned in Annex-A) on any day of the scheduled field visits would be selected.



8.3 Firm with earlier experience of working with field visits and surveys in far flung areas of Pakistan will be preferred.

8.4 Firms able to provide GPS track record of their vehicle's movement will be preferred.

8.5 NTS certificates.

8.6 Copy of CNIC of proprietor.

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

## 9. BID/ TENDER OPENING PROCEDURE:

As per PPRA rules single stage single envelope bidding procedure shall be adopted

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

9.2 All bids received shall be opened and evaluated by purchasing committee of PIDE

9.3 Technical evaluation shall be carried out by the Institute according to the criteria mentioned in the bidding documents

9.4 The financial proposal will be the evaluated which essentially means arithmetical corrections/ adjustment and their comparative analysis.

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

## 10. OTHER TERMS & CONDITIONS:

10.1 The firm shall provide the rental services for travelling on rental basis for vehicles detailed at Annex-A with valid license holder driver and working AC. The quantity of vehicles may vary as per requirement of the Client, but it is possible that the client may request 15 vehicles of any type (mentioned in Annexure A) in a day if needed.

10.2 It is possible that vehicle may remain in the field for consecutive one week or more without everyday commute to the designated point of starts. the company should ensure that its driving crew is willing to move in the field as per the need of the client.

10.3 Client also intends to provide the vehicles for out of city, official travelling whenever required for Punjab/ KPK/ AJK/ GB. These vehicles at Annexure-A Daily, Weekly, Fortnightly, monthly hired vehicles. The bid should quote rate for;

- a. **Daily Basis:** with driver and without driver and with fuel and without fuel. (inclusive of all road taxes, except motorway charges).
- b. **On Weekly basis:** with driver and without driver and with fuel and without fuel. (inclusive of all road taxes, except motorway charges).
- c. **On fortnightly basis:** with driver and without driver and with fuel and without fuel. (inclusive of all road taxes, except motorway charges).
- d. **On monthly basis:** with driver and without driver and with fuel and without fuel. (inclusive of all road taxes, except motorway charges).

10.4 Cost of oil change, and car wash (as requested by the client) of the vehicles hired under this tender/ contract shall be the responsibility of the Firm.

10.5 The vehicles provided under this tender/ contract should preferably be Fuel. The rent shall include driver wages, food and overnight stay charges of driver etc. and all applicable government taxes.

10.6 The rental of vehicle provided under this contract shall be the same during the period of this contract. The firm shall not demand for increase in monthly rental during the period of this contract.

10.7 All vehicles provided under this contract shall be comprehensively insured. In absence of insurance or in any other case, the damage and accidental repairs and associated legal settlements will be the responsibility of the firms.

10.8 The bidders/ contractors shall submit an affidavit to the effect that the firm has never been blacklisted by any Ministry/ Division/ Department/ Organization.

10.9 The authority reserves the right to reject all or any of the bid/ proposal in accordance with the provision of PPRA Rules.

10.10 The bidders/ contractors have to confirm availability of required transport on minimum notice i.e. 24 hours

10.11 The rate shall be provided vehicle wise, with and without drivers both + with fuel and without fuel.

10.12 The company should quote average km/liter of fuel for each type of vehicle cities and highways

10.13 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

10.14 Drivers shall be responsible to ensure proper personal and vehicle hygiene at all time

10.15 Driver must maintain proper logbook/ travel detail monthly invoice signed by the driver and countersigned by the client's representative. In case if the vehicle has tracker installed, report of the tracking company is acceptable in lieu of the logbook

10.16 The firm shall be responsible for the maintenance of all vehicles provided under this contract

10.17 In case of theft, snatching or total loss to the vehicle through accidents the firm will deal with the insurance company for documentation, depreciation and final claim settlements with insurance company or any third party involved in the incident.

10.18 In case of accidental repair that may likely to suffer the field activity for sustainable time (maximum than 3 hours per vehicle per week due to technical problem) the firm shall provide alternate similar vehicle on urgent basis at the place of damage vehicle without any delay and in this regard no extra charges shall be paid by the client

10.19 During day & night, vehicle(s) and driver shall be at the disposal of the client

10.20 Firms having office in Islamabad will be preferred.

## DETAIL OF VEHICLES REQUIRED

## ANNEX- A

S.#	Make	Model	Daily Rates		Weekly Rates		Monthly Rates		Per Km Charges	Over Night Charges/ Out Station Duty Charges/Food Charges
			With Driver	Without Driver	With Driver	Without Driver	With Driver	Without Driver		
1.	Local assembled 1300 cc car GLI or equivalent	2019 or above								
2.	Local assembled APV van or seven seater Equivalent	do								
3.	4x4 vehicle having passenger capacity of five or more	2015 or above								
4.	Toyota grand cabin 13 Seater	2019 or above								
5.	Toyota Coaster 25 Seater	2019 or above								
6.	Any other vehicle/ services provided by Firm/ Bidder									

➤ Rates should be quoted inclusive of all taxes.

### Tender schedule:

Submission of tender: December 05, 2023 before 10:30 am

Tender opening: December 05, 2023 at 11:00 am



<b>GENERAL PRO-FORMA FOR TENDER SUBMISSION (to be filled by Bidder/firm)</b> <b>Tender No. GS/T/10/2023-24</b>	
Bid/ proposal submitted for	
Firm/ Company Name	
Address: (Head office)	
Address: Office(s) in Islamabad/ Rawalpindi	
Contact Number	
Email address	
Owner(s) Name	
NTN/GST Number	
PEC Registration Number (in case of Civil work)	
Work Experience in relevant field/ Category (in Years)	
Previous reputation/ work completion certificates / evidence submitted	Yes / No
Tender document Fee Submitted	Yes / No (Rs. _____)
Earnest Money/ Bid Security Submitted	Yes / No (Rs. _____) %age _____ (If required)
Submission of undertaking that, firm has not been blacklisted by any Organization/ establishment etc.	Yes / No
Last date for tender submission (December 05, 2023)	Submitted on: ____/____/2023