

**PIR MEHR ALI SHAH
ARID AGRICULTURE UNIVERSITY RAWALPINDI (PMAS-AAUR)**



**TENDER DOCUMENTS
FOR
HIRING OF VEHICLE SERVICES ON RENTAL BASIS
AT
PMAS-AAUR**

**Pilot Project for Data Driven Smart Decision Platform for
Increased Agriculture Productivity (DDSDP)**

**PMAS-AAUR,
MURREE ROAD, RAWALPINDI**

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TERMS & CONDITIONS

The Pir Mehr Ali Shah Arid Agriculture University Rawalpindi (hereinafter referred to as the "Procurer") invites sealed bids from eligible and experienced firms / companies (hereinafter referred to as the "Firm") for the specified services as per Annex-A (hereinafter referred to as the "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. 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 received by fax or e-mail
- e. the offer is from a black listed firm
- f. offer received with shorter validity than required
- g. the offer is not conforming to specifications indicated in the tender documents
- h. the offer / quoted rates are furnished on other than the tender documents
- i. any additional terms & conditions added by the Firm
- j. any conditional offer

1.2 Bid will remain valid for a period of 90 days from the date of opening the tender.

1.3 Contract will be enforced initially for a period of 24 months which may be extended with mutual consents of both parties (Procurer and Firm) if required.

1.4 No escalation in rates will be permissible during "Contract period".

1.5 Contract will be awarded to Firm quoting lowest prices as per format given at Annex-B (Price Offer/ Quotation) and as per Specifications/ details given at Annex-A) as well as compliant to all terms & conditions in this Tender Document.

1.6 The envelope must indicate particulars of tender and date of opening. The envelopes must be properly sealed.

1.7 Offered rates will be on monthly basis and shall be inclusive of all taxes.

2. Time Period:

2.1 The Firm will have to make available the vehicle immediately after signing of the contract. The Firm will have to provide vehicle(s) within one day at the instructed location after issuance of purchase order.

3. Extension of Delivery Period:

3.1 In special circumstances, request for extension in time for provision of Services may be considered by the Procurer on the written request of the Firm before the date of providing the Services. The Procurer reserves the right 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 forfeited.

4.2 The vehicle(s) will be inspected by the Procurer through authorized personnel and will be rejected, if not found according to the given Specifications as mentioned at Annex–A. Furthermore, Procurer will not be responsible for any costs or expenses incurred by the Firm in connection with the provision of services.

5 Payment to the Contractors:

5.1 Payment will be made through Treasurer Office in shape of 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 Bid security of 2% of estimated price will have to be attached along with Financial Proposal. It should be in the form of Pay Order / Bank Draft /CDR from a scheduled bank in favor of Treasurer, Pir Mehr Ali Shah Arid Agriculture University Rawalpindi.

6.2 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.

6.3 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.

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 PPRA Rules.

9 Technical Evaluation Criteria:

- 9.1 The applicant must be the owner of the Company / Firm having at least 05 own vehicles, model 2015 & 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:

- 10.1 As per PPRA Rules, single stage two envelope bidding procedure shall be adopted.
- 10.2 Each bid shall comprise two envelopes containing, separately, financial proposal and technical proposal.
- 10.3 All bids received shall be opened and evaluated by Technical Committee constituted by the Procurer for this purpose.
- 10.4 Technical Evaluation shall be carried out according to the criteria mentioned in the bidding documents.
- 10.5 For Firms that qualified for technical evaluation, their financial proposals will be opened and evaluated which essentially means arithmetical corrections/adjustment.
- 10.6 The Firm which has submitted the lowest evaluated bid shall be awarded the contract.

11 Other terms & conditions:

- 11.1 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 Cars Only).
- 11.2 The Procurer shall provide the petrol of the vehicles hired under this tender / contract.
- 11.3 The Firm shall provide the, oil change (lubricants), car wash, etc. maintenance of the vehicles hired under this tender / contract.
- 11.4 The vehicle(s) provided under this tender / contract should preferably be PETROL. The monthly rental shall include all applicable government taxes.
- 11.5 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.
- 11.6 All vehicles provided should be comprehensively insured.
- 11.7 The bidders/contractors shall submit an affidavit to the effect that the firm has never been blacklisted by any Ministry/ Division / Department / Organization.
- 11.8 The Procurer reserves the right to reject all or any of the tender/proposal in accordance with the provision of PPRA Rules.

- 11.9 The bidders/contractors should confirm that the required transport shall be available on minimum notice, i.e., 24 hours, if they are selected.
- 11.10 The rate shall be provided vehicle wise, with and without drivers both.
- 11.11 The Contract may be revoked by the Procurer 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 Procurer.
- 11.12 The Firm shall be responsible for the maintenance of all vehicles provided under this Contract.
- 11.13 In case of theft, snatching or any loss or damage to the vehicle through accidents, the Firm will deal with the insurance company for documentation, depreciation and final claim settlements with the insurance company.
- 11.14 In case of repair, if the vehicle takes more than one day, the Firm shall provide alternate vehicle of similar specifications on urgent basis without any delay and in this regard no extra charges shall be paid by the Procurer.

Firm's Information

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

Detail of Vehicle

Sr #	Make	Model	Quantity
1	2694 cc or Above and Model 2020 or above	Hilux Revo/Fortuner/Equivalent	01

Evaluation Criteria

S.NO	Criteria	Max Marks	Obtained
1	Registered with Income Tax Department – Has NTN and Active Status on ATL	Mandatory	Yes/No
2.	Registered with relevant Provincial Revenue Authorities and has Active Status on ATL for GST/ PST	Mandatory	Yes/No
3	Minimum experience of 3 years	Mandatory	Yes/No
4	Affidavit to the effect that the firm has never been blacklisted by any Ministry/ Division/ Department/ Organization.	Mandatory	Yes/No
5	Number of own vehicles at least Five (05)	20	
6	Annual Turnover (Average for last 3 years)	20	
7	Membership of Trade bodies	10	
8	Presence in different parts of the country	20	
9	Experience in years	10	
10	Current clients	10	
11	Financial Health	10	
	Total:	100	

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

Tender Schedule:

Submission of Tender: 18th February 2021 before 1100 Hrs at the following

Address:

Directorate of Procurement and Inventory Control, PMAS-AAUR

Tender Opening: 18th February 2021 at 1130 Hrs at the above mentioned address.

ANNEX-A- LETTER OF APPLICATION

Registered Business Name:

Registered Business Address:

Telephone: _____ Fax: _____

To.

1. We, _____ (name of Firm), understand that the Procurer will carry out verification of the statements, documents and information submitted and to clarify/verify the financial and technical aspects of this application from any person, Business department, Agency or Firm.
2. The names and positions of contact persons who may be contacted for further information, if required, are as follows:

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

3. 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,

Sign & Stamp of bidder

ANNEX-B

PRICE OFFER/ QUOTATION

S.No.	Vehicle Details/ Specification	Rent / Month	
		Within Driver	Without Driver
a)			
b)			