

5(132)/2015/PWTI-L(05)

PAPULATION WELFARE TRAINING INSTITUTE
TENDER NOTICE FOR PROVISION OF VEHICLES ON
RENTAL BASIS



Bid Submission Time: 11:00 AM
Bid Submission Date: 10th Mar, 2018

House # 169-A Ahmed Block, New Garden Town, Lahore Pakistan.
Phone: +92-42-99230809
Fax: +92-42-99230810

INVITATION FOR BIDS

Population Welfare Training Institute (Procuring Agency), Population Welfare Department Government of the Punjab invites sealed bids / proposals from tax registered and experienced rental vehicles providers, for the provision of vehicles on rental basis for time bound data collection activity in urban and rural areas of following ten districts of Punjab.

Okara, Chiniot, Gujranwala, Kasur, Chakwal, Attock, Bahawalpur, Muzafargarh, Vehari and Bhakar

ELIGIBILITY CRITERIA

The rental vehicle providers fulfilling criteria may participate in the bidding process and send following document's copies along with their bids in technical proposal. Failing to fulfill the following eligibility criteria will not considered for the further technical or financial evaluation.

1. Registered with National Tax (NTN) and General Sales Tax (GST)/ Punjab Sales Tax (PST) (whichever is applicable);
2. Minimum 03 years of experience of providing vehicles on rental basis business, preferably with government / semi government / autonomous bodies/ well-known private organizations.
3. Currently working with at least 03 clients handling same nature of contractual job
4. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
5. Should have its branch offices at least in three major metropolitan cities of the Punjab, Islamabad/Rawalpindi, Faisalabad, Multan and Lahore as well.

SUBMISSION OF BIDS

1. Tender Documents containing terms & conditions and detailed specifications can be obtained on payment of Rs.500/- per item (Non-refundable being the tender Cost) from the office of Principal, Population Welfare Training Institute, 169- A Ahmed Block, New Garden Town, Lahore on any working day during office hours. A copy of tender notice and bidding documents are also available for information on the website of Punjab Procurement Regulatory Authority and Population Welfare Department, Punjab i.e. www.ppra.punjab.gov.pk & www.pwd.punjab.gov.pk
2. All tenders shall be submitted to the office of Principal, Population Welfare Training Institute, 169- A Ahmed Block, New Garden Town, Lahore, at given date & time. Any tender received after specified time will not be entertained. Tenders will be opened in Principal office according to the schedule given above in presence of bidders or their authorized representatives who choose to present at the time of opening.
3. 2% Earnest money of the estimated price (mentioned above) will be attached with the bid in the shape of deposit at call issued in favour of Principal, Population Welfare Training Institute.
4. Procurement shall be governed by the Punjab Procurement Rules 2014 (amended).

5. **Single Stage –Two envelope procedure (Technical & Financial) as per rule 38 (2) (a) of PPRA Rules, 2014(amended), shall be applied.**
- i) Tenders should be submitted comprising a single package containing two separate envelopes. Each envelop will contain separately the financial proposal and the technical proposal.
 - ii) Envelop shall be marked as “**Financial Proposal**” and “**Technical Proposal**” in Bold and legible letters to avoid confusion. The financial proposal envelop will only be opened after technically approved as per PPRA Rules, 2014(amended).
 - iii) On rejection of Technical Proposal, the Financial Proposal will be returned unopened.
 - iv) The firms already under process of disciplinary action, defaulter or black listed with any government/organization will not be allowed to participate.
6. Late Bid will not be accepted.
7. Participating rental vehicle providers must submit the bids that comply with the tender document. If any term or condition of the participating company contradicts/conflicts with the PPRA Rules & procuring agency terms and conditions, the terms and conditions of PPRA and procuring agency will be considered valid.
8. Not alteration or amendment will be allowed in any case at the time of bid opening.
9. Rental vehicle providers submit their best possible lowest prices with their bids.
10. procuring agency will not be responsible for any cost or expenses incurred by bidders in connection with preparation or delivery of bids.
11. All prices must be quoted in Pak Rupees and should include any Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes. Any subsequent change in tax regime would be adjusted accordingly.
12. CDR amount will be returned to non-qualified bidders at a written request by non-qualified bidders to release the CDR while CDR amount of qualified bidder will be kept for the period of agreement and will be returned at a written request by qualified bidder after expiry of agreement.

BIDDING PROCEDURE

procuring agency will follow the PPRA Rule-38 (2-a) “Single stage – two envelope procedure” for the entire process of the procurement.

In bidding process, separate evaluation of technical bid and financial bid will be carried out. First the technical bid will be opened and the financial bid of only those bidders on rental basis providers will be opened who will qualify in technical bid evaluation. The technical evaluation will be carried out based on the information provided by the bidders on rental basis providers as requested in technical proposal heading. The Vehicles on rental basis providers are advised to go through the **technical proposal and financial proposal** and provide the complete information as per proposal.

TERMS & CONDITIONS

1. Contract period will be for ten days only from ----- to -----2018
2. Rates quoted should be in Pak. Rs. inclusive of all applicable taxes (such as GST, PST Income Tax etc. and are considered final).
3. Income tax and GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
4. In case of any dispute regarding service, quality and specification, the decision of the procuring agency shall be final & binding.
5. Successful bidder will supply the rental vehicles on need basis within the stipulated agreed time of issuance of the supply order. A penalty at the uniform rate of 5% of the value of the supply order on each hour delay will be involved in case of delay.
6. If the bidder completely fails to provide the rental vehicle a day after prescribed period of delivery, the CDR will be forfeited and on frequent delays of service, bidder may be declared as "Black Listed".
7. The technical & inspection committee/team of procuring agency will inspect and check the rental vehicle provided at the time of service. Payment will be made on the completion of travel and the satisfactory report from the traveler.
8. In case any rental vehicle is found faulty or out of service during the travelling, the Bidder will replace the faulty vehicle on the same time at same place.
9. The price / rates for each item should be valid for one months starting from the date of the signing of the contract.
10. Procuring agency will raise the supply order for every required rental vehicle on need basis, mentioning the quantity required at least a day earlier to the travel plan.
11. The rental vehicle provider must response efficiently for providing rental vehicle timely.
12. The Punjab Population Welfare Training institute, Lahore reserves the right to increase or decrease the quantity of vehicles on rental basis during contract period of one month.
13. In case of any dispute regarding quantity, quality and specification, the decision of the procuring agency shall be final & binding.
14. Procuring agency will not be responsible for any expense related to maintenance of vehicle & expense related to driver (e.g. stay, lunch etc.) so all prices must include such expenses.
15. Procuring agency can increase or decrease the number of required rental vehicles.

DECLARATION FOR BIDDERS

I/we have read the above terms & conditions and bind myself/ourselves to abide by the terms & conditions.

Name, Designation & Signature of the bidder

SCOPE OF WORK

The companies selected would provide vehicle rental services to procuring agency on as and when needed basis with the following to be observed:

Requirement of Vehicles:

The rental vehicles provided to procuring agency must be in excellent condition and not older than 2012 model. The rental vehicles will be required on need basis. The vehicle provided shall be registered in the same province/area for which it is being hired. The complete toolkit, including but not limited to spare wheel, wheel change kit, battery jumper cable, vehicle tow cable etc. In case of visit to remote area must carry the jerry can for extra fuel.

Tracker System:

All vehicles provided to procuring agency must have a real time online vehicle tracking system installed (Please include any proof to this with your proposal).

Replacement of Vehicle in Case of Breakdown:

The vehicle rental company will be responsible to ensure that the vehicles provided to procuring agency are fully maintained and are physically in absolute perfect condition for travelling. However, in an event that a vehicle breaks down, the vehicle rental company will arrange for its immediate replacement without delays.

Fuel:

The vehicle rental company will ensure that whenever, procuring agency requires a vehicle it should be handed over with a full tank of fuel.

Insurance:

All vehicles must be comprehensively insured and also have a third party insurance.

Taxes:

The bidders must be registered with tax authorities. The company must attach a copy of NTN registration. Tokens and related taxes of vehicles must be paid up to date. All the payments will be subject to the deduction of all the applicable taxes.

Drivers:

When vehicle is rented, the following should be observed about the driver

1. Must have a valid license
2. Minimum 05 years of relevant experience.
3. Familiar with the local routes and traditions/customs /language of area of travel.
4. Maximum age limit: 50 years
5. No off days/holidays will be allowed in case of weekly and monthly hiring for the field.
6. The firm will be responsible for the behavior/actions of the drivers and will be responsible to provide the immediate replacement in case of complaints/misconduct.
7. Company must ensure the physically fitness of the driver.

Travel Allowances & Accommodation:

Procuring agency will not provide any travel related allowance, accommodation or boarding and lodging arrangements to any driver. This will be the sole responsibility of the Vehicle rental firm. The self-arranged accommodation of drivers should be within 15 kilometers of the stay of the procuring agency employees.

Areas of Service:

The areas of service include rural and urban areas of the following ten District of Punjab .

Sr. No	Districts
1	Okara
2	Chiniot
3	Gujranwala
4	Kasur
5	Chakwal
6	Attock
7	Bahawalpur
8	Muzafargarh
9	Vehari
10	Bhakar

BIDDING PROPOSAL

a. TECHNICAL PROPOSAL

Technical proposal should contain following and any additional information and the **copies of all required documents** should be attached in technical proposal for evaluation. Absence of any documentary evidence will lead the bidder to disqualification in technical evaluation.

1. Company profile with addresses of offices and branch offices at least in three major cities of the Punjab, Islamabad/Rawalpindi, Faisalabad, Multan and Lahore as well.
2. Minimum 03 years of experience of providing vehicles on rental basis business, preferably with government / semi government / autonomous bodies / well-known private organizations (experience letters or purchase orders should be attached which prove the tenure of working)
3. The bidder should be registered with Income and Sales Tax Departments (attach copies of certificates)
4. Submit copies of income tax returns filed with the Federal Board of Revenue (FBR) for the last 3 consecutive tax years (attach copies)
5. Proof of the bidder as legal entity (attach copies of letter (registration/incorporation) showing as legal entity)
6. Affidavit indicating that company is not blacklisted by any government, semi government or autonomous body (affidavit on stamp paper)

b. FINANCIAL PROPOSAL

Financial proposal will be carried out based on the information provided in scope of work.

Note: Financial bid evaluation will done on the basis of **cumulative bid price** as given below.

The bid should provide following information as per given scope of work.

Sr. No.	Name & Description of Rental Vehicle (A)	Model (Year) Not less than	Rate with Driver Rent per vehicle with fuel (inclusive of all taxes)		
			Booking Rate (Per Day/ Per vehicle) Rs.	Rate (10 Cars /Per day) Rs.	Rate For 10 days Rs.
01	Suzuki –Cari –Bolan 800 CC	2012			
02	Suzuki Mahran 800 CC	2012			
Grand Total					

Important Note: The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

The bids should be submitted in sealed envelope clearly mentioned “**TENDER PROPOSAL FOR VEHICLES ON RENTAL BASIS**”