

PROJECT MANAGEMENT UNIT (PMU)

BIDDING DOCUMENT

**Hiring of Vehicles on Rental Basis for
Project Management Unit**



Primary & Secondary
Healthcare Department

GOVERNMENT OF THE PUNJAB

January 2021

Invitation for Bids

Dated: 6th Jan, 2021

1. The Project Management Unit (PMU) has been established for revamping of DHQ/THQ Hospitals and to improve the healthcare service delivery across the Punjab. It is intended that to complete the assigned tasks for better healthcare service delivery ,the Project Management Unit (PMU) is going to hire the service of vehicles on rental basis ;

Description of Services	Estimated Cost
Rental rates of vehicles for Per day and Per month (list of required vehicles is attached at Annex "A")	Rs.3,000,000

2. The PMU now invites sealed bids from eligible bidders and firms for the supply of above mentioned rental services.

3. Bidding shall be conducted through Open Competitive Bidding (Single Stage-Two Envelope) procedures specified in the Punjab Procurement Rules PPR 2014 and is open to all eligible bidders as defined in the bidding document

4. Interested eligible bidders may obtain bidding documents and further information from the **Office of Procurement Specialist**, Project Management Unit, , 31/E1, Shakra-e-Imam Hussain, Gulberg III, Lahore or download from website: www.pshealth.punjab.gov.pk

5. The provisions in the Instructions to Bidders is binding.

6. Sealed Bids must be delivered to the above office **on or before 11:00 a.m. on 22nd January, 2021.**

7. **Bids will be opened in the presence of bidders' representatives who choose to attend at 11:30 a.m.** in the Office of **Procurement Specialist**, Project Management Unit, 31/E1, Shakra-e-Imam Hussain, Gulberg III, Lahore **on the same date.**

8. The bidders are requested to give their best and final prices as no negotiations are expected.

9. Taxes will be deducted as per applicable government rules. NTN and Sales Tax registration certificate must be provided.

10. For obtaining any further information or clarifications, please contact the person named below:

Project Director

Project Management Unit (PMU)

Primary & Secondary Healthcare Department

31-E/1, Shakra-e-Imam Hussain, Gulberg-III, Lahore

Tel: 042-99231203

E-mail: procurement.pmu.psh@gmail.com

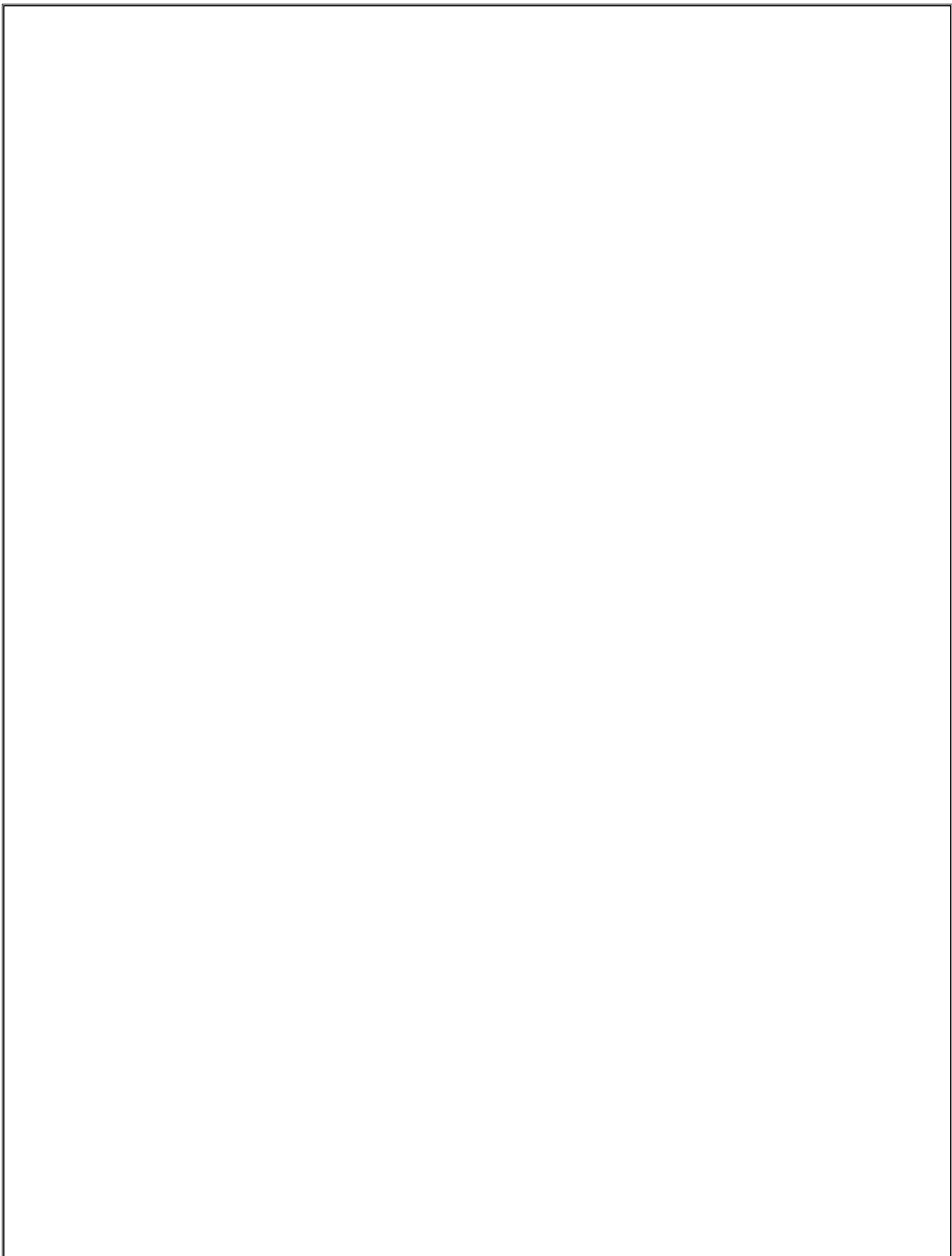


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Terms & Conditions

The Procuring Agency(*hereinafter referred to as "The Procuring Agency" or Client*) invites sealed bids from eligible and experienced income tax & Sales tax /PRA registered firms / companies (*hereinafter referred to as "Firm"*) for the specified services as per Annex-A (*hereinafter referred to as "services"*).

1. General Instruction To Bidders:

- 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) It is received after the time and date fixed for its receipt.
 - b) Not signed & stamped by authorized person on each page of tender document.
 - c) The offer is ambiguous.
 - 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/TORs indicated in the tender documents.
 - h) The offer / quoted rates are furnished other than the tender document.
 - i) Any additional terms & conditions added by the Firm.
 - j) Any conditional offer.
- 1.2 Only Income & Sales tax/PRA registered firms / companies are eligible to participate in the tender.
- 1.3 Bid will remain valid for a period of 90 days from the date of opening the tender. No change in price will be made in case of Pak rupees variation against US\$ and any other case as may be. Contract will be enforced initially for a period of one year which may be extended with mutual consents of both parties (Client and Firm). No escalation in rates will be permissible during contract period. Contract will be awarded to vehicle wise lowest and technically responsive Firm as per detailed at Annex-A.
- 1.4 The cover envelop must indicate particulars of tender and date of opening. The envelopes must be properly sealed.
- 1.5 The Firm must indicate their National Income Tax No. / Sales Tax No.
- 1.6 Offered rates will be on daily / weekly / monthly basis at 31 E-1 Gulberg # III, Lahore, as detailed at Annex-A and shall be inclusive of all taxes.
- 1.7 Contract will be awarded by The Procuring Agency after the approval of Competent Authority .

2. Time Period:

The Firm will have to supply the vehicles immediately after signing of the contract. Firm(s) will have to provide vehicle(s) within 06 hours after issuance of work order / email.

3. Extension of Delivery period:

- 3.1 In special circumstances, request for extension of supply of services 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 @ double of per day cost will be imposed.

- 4.2 The vehicles will be inspected by The Procuring Agency through an authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex – A and The Procuring Agency 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 & Performance Guarantee.**
- 6.1 There is no Bid security against this tender.
- 6.2 **Performance Security:** Successful bidder shall submit performance security 5% of total contract amount.
- 7. Deduction of Taxes:**
- Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.
- 8. Dispute:**
- 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 15 own vehicles, model 2019 & above as per detailed at Annex-A.
- 9.2 Company / Firm Certificate of Registration (name of relevant registration entity where the firm is legally registered).
- 9.3 NTN & Sales Tax registration certificates.
- 9.4 Copy of CNIC of proprietor.
- 9.5 A list of satisfied customers along with their contact numbers.
- 9.6 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:

As per PPRA Rules 2014, single stage two envelopes bidding procedure shall be adopted.

- a. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- b. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters;
- c. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- d. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- e. The technical proposal shall be evaluated in a manner prescribed in advance, without reference to the price and any proposal may be rejected which does not conform to the specified requirements / specifications;
- f. During the technical evaluation no amendments in the technical proposal shall be permitted;
- g. The financial proposals of bids meeting the technical specifications shall be opened publicly at a time, date and venue announced and communicated to the Firms in advance.

11. Other terms & conditions

- 11.1 The Firm shall provide the rental services for intercity / intra city travelling on daily / weekly / monthly rental basis for vehicles detailed at Annex-A with valid license holder driver (in uniform) and working AC and Heater. The quantity of vehicles may vary as per requirement of the Client.
- 11.2 The Client shall provide the petrol charges of the vehicles hired under this tender / contract.
- 11.3 The Vehicles provided under this tender / contract should preferably be petrol fuel. The Monthly Rental shall include Driver Wages, food etc. and all applicable Government taxes.
- 11.4 The monthly Rental of Vehicle provided under this Contract shall remain the same during the currency of this Contract. The Firm shall not demand for increase in monthly rental during the period of this Contract.
- 11.5 The Rate shall be provided division wise as per Annex-A.
- 11.6 The Firm shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. of their staff/Drivers.
- 11.7 The Client will deduct income tax and sales tax or any tax, if applicable, as per prescribed rates of the Government of Pakistan.
- 11.8 Food and residence of chauffeur shall be borne by Firm in case of overnight stay.
- 11.9 Bills will not be paid unless accompanied by signed and verified log books by the user of the client.
- 11.10 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 and moreover, the legal action may be initiated against the Firm.

- (a) Unsatisfactory services shall include no response against work order absenteeism without intimation, reckless driving, frequent accidents, misbehavior by drivers etc.
- (b) Drivers shall be responsible to ensure proper hygiene of self and cleanliness of vehicle at all times.
- (c) Driver must maintain proper log book / travel detail and enclose it with the monthly invoice duly signed and verified by the user of the client.
- (d) Drivers must be aware of local routes within the particular duty city.
- 11.8 Firm shall be responsible for the insurance, maintenance and fitness certificates of all vehicles provided under this Contract.
- 11.9 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 the insurance company.
- 11.10 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 by the Client.
- 11.11 The Firm shall be fully responsible to employ the competent and well trained drivers for the performance of services under this Contract.
- 11.12 During day & night, vehicle(s) will be parked at PMU Lahore or as per allotment of the Competent Authority.
- 11.13 Quoted rates shall be from Lahore.

Project Director

Project Management Unit (PMU)

Primary & Secondary Healthcare Department

31-E/1, Shakra-e-Imam Hussain, Gulberg-III, Lahore

Tel: 042-99231203

E-mail: procurement.pmu.psh@gmail.com

Note: Firms must fill-up below mentioned checklist / table and attach copies of required documents with proper annexures along with tender document.

TENDER CHECKLIST				
S. #	DESCRIPTION	Tick Yes / No		Documents Attached at Annexure
1	Copies of Work Orders / Contracts (if any)			
2	Copy of the Proprietor's CNIC			
3	Copy of Valid Tax Clearance Certificate			
4	Affidavit regarding non-involvement in any arbitration/ litigation with any government agency / department and not blacklisted as well.			
5	List of satisfied customers along with their contact numbers			
6	Copy of Income Tax Registration certificate			
7	Copy of Sales Tax Registrations certificate			

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

Date of Submission / Opening of Technical proposals:

Receipt of tenders : 22nd January, 2021 at 11:00 AM

Opening of tenders : 22nd January, 2021 at 11:30 AM in the office of
Procurement Specialist PMU P&SHCD, Lahore

Annex-A

Sr. #	Make	Model
1	Toyota Corolla, GLI or equivalent	2019 or above
2	Toyota Coaster (29 Seater) or equivalent	-do-
3	Suzuki Cultus or equivalent	-do-
4	Suzuki APV or equivalent	-do-

PROJECT MANAGEMENT UNIT (PMU)

BIDDING DOCUMENT
FINANCIAL PROPOSAL

**Hiring of Vehicles on Rental Basis for
Project Management Unit**



Primary & Secondary
Healthcare Department

GOVERNMENT OF THE PUNJAB

January 2021

Schedule of Prices Quotation

Sr. #	Make	Model	Rate Rs. / Day (Incl. Of All Taxes)	Rate Rs. / Month (Incl. Of All Taxes)
1	Toyota Corolla, GLI or equivalent with driver (having valid license holder) in uniform	2019 or above		
2	Toyota Coaster (29 seater) or equivalent with driver (Having valid license holder) in uniform	-do-		
3	Suzuki Cultus or equivalent with driver (having valid license holder) in uniform*	-do-		
4	Suzuki APV or Equivalent with driver (Having valid license holder) in uniform*	-do-		

- Uniform – Shalwar, Kamees as per sample.
- Quoted rate shall be for movement in all Divisions, Districts and Tehsils of Punjab for both categories.
- No conditional Bid shall be accepted.

Form OF CONTRACT FOR HIRING OF **VEHICLES**

THIS CONTRACT is made and executed on this _____ by and between:

M/s _____ having its registered office at 31/E-1- Shahrah-E-Imam Hussain, Gulberg-3 Lahore through its Project Director (Hereinafter referred to as “**Client**” which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

AND

M/s _____ (Hereinafter referred to as “**Firm**” which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

WHEREAS;

- i. The Client advertised a tender notice on Primary & Secondary Healthcare Department and Punjab Procurement Regulatory Authority’s website on _____ and received bids to hire different vehicles on rent basis as defined in this Contract (hereinafter called the “Services”);
- ii. The Firm, being the 1st lowest bidder, has been selected and is willing to provide the Services on the terms and conditions set forth in this Contract;

NOW, THEREFORE, the Client, represented by its Project Director and the Firm, represented by its Managing Director/CEO, in order to synergize their efforts for achieving the intended results, have decided to enter into this Contract today on _____ on the terms and conditions agreed below.

1. The Firm shall provide the Rental Services for inter-city / intra city in Punjab travelling on Rental Basis. The quantity of vehicles may vary as per requirement of the Client.
2. That the Client shall pay to the Firm monthly rental of vehicles as per Annexure-A. The Client shall pay the rental through cross cheque.
3. The Client shall provide the Petroleum at actual of the vehicle hired under this Contract.
4. The Vehicles provided under this Contract should preferably be Petrol Fueled. The Monthly Rental shall include Driver Wages, food etc. and all applicable government taxes.
5. The monthly Rental of Vehicle provided under this Contract shall remain the same till the expiry of this Contract. The Firm shall not demand for increase in monthly rental during the period of this Contract.
6. The Firm shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. of their staff/Drivers etc.
7. The Client will deduct income tax and sales tax or any tax, if applicable, as per prescribed rates of the Government.

8. 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 and moreover, the legal action shall be initiated against the firm.
- 8(a). Unsatisfactory services shall include absenteeism without prior intimation, reckless driving, frequent accidents, misbehavior by drivers etc.
- 8(b). Drivers shall be responsible to ensure proper hygiene of self and cleanliness of vehicle at all times.
- 8(c) Driver must maintain proper log book / travel detail and enclose the same with the monthly invoice.
- 8 (d) Drivers must be aware of local routes within the particular duty city.
- 8 (e) Client is responsible for all damages if the vehicle is being driven by the client or client's
9. That the term of this Contract shall be till 30th June 2021 commencing from signing of contract.
10. That the Firm shall be responsible for the maintenance of all vehicles provided under this Contract.
11. 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 the insurance company.
12. In case of repair, if the vehicles 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 by the Client.
13. The Firm shall be fully responsible to employ the competent and well trained drivers for the performance of services under this Contract.
14. The Firm shall provide the Service according to the needs and requirements of the Client and in case of poor quality services the Client has the right to deduct reasonable penalty charges or cancel the contract.

IN WITNESS WHEREOF; the authorized representatives of both the parties have executed and entered into this Agreement on this _____ at Lahore have signed and sealed or stamped as under.

For and on Behalf of Client

For and on Behalf of Firm

WITNESSES:

FIRM INFORMATION

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