



**CENTRE OF EXCELLENCE**  
China-Pakistan Economic Corridor

**CE-CPEC/07/Admin/Veh/103**  
**TENDER DOCUMENT**  
**FOR HIRING OF**  
**VEHICLES SERVICES' ON RENTAL BASIS**

**(Note: Procurement will be done by Centre of  
Excellence for China Pakistan Economic  
Corridor, Islamabad in line with PPRA Rules  
2014)**

## **TERMS & CONDITIONS**

The Centre of Excellence for China Pakistan Economic Corridor, Islamabad (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 black listed 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 01 year which may be extended with mutual consents of both parties for another two year (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 envelop 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 Centre of Excellence for China Pakistan Economic Corridor, Islamabad

## **2. Time Period:**

- 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 three days after issuance of work order /email.

## **3. Extension of Delivery Period:**

- 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 @ double of per day cost will be imposed.
- 4.2 The vehicles will be inspected by Centre of Excellence for China Pakistan Economic Corridor, Islamabad through an authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex - A and The Centre of Excellence for China Pakistan Economic Corridor, Islamabad 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 Bid security of Rs10,000/-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 DDO, PIDE.
- 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 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:**

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

- 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 Centre 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 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). The quantity of vehicles may vary as per requirement of the Client.
- 11.2 Clint may also provide the vehicles for out of city, official travelling when ever required for Punjab/KPK/AJK/GB. 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).
- 11.3 The Client shall provide the petroleum, oil change, and car wash of the vehicles hired under this tender / contract.
- 11.4 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.
- 11.5 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.
- 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 PPRA 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 drivers both;**
- 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 ensure proper hygiene vehicle at all times. Driver must maintain proper log book / travel detail monthly invoice.
- 14.3 The Firm shall be responsible for the maintenance of all vehicles provided under this Contract.
- 14.4 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.
- 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 by the Client.
- 14.6 During day & night, vehicle(s) will be parked at Centre of Excellence (CoE-CPEC) G-6 Islamabad or as per allotment of the competent Authority.

**Detail of Vehicles  
Required**

<b>Sr #</b>	<b>Make</b>	<b>Model</b>	<b>Quantity</b>	<b>Driver</b>
1	Local assembled 1300 CC car GLI or equivalent	2013 or Above	02	<b>Quote should be both With or without drivers</b>
2	Local assembled APV Van <b>or seven-seater equivalent</b>	do	01	
3	Motor Bike, 125CC	2015 or Above	01	<b>Without driver</b>

**Evaluation Criteria**

<b>S.NO</b>	<b>Criteria</b>	<b>Max Marks</b>	<b>Obtained</b>
1	Registered with Income Tax Department – Has NTN	Mandatory	Yes/No
2	Minimum experience of 3 years	Mandatory	Yes/No
3.	Affidavit to the effect that the firm has never been blacklisted 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. Others will be given relative weightage.

**Tender schedule:**

**Submission of tender: 11<sup>th</sup> February 2019 before 1100 Hrs.**

**Tender Opening: 11<sup>th</sup> February 2019 at 1500 Hrs.**

**Pre-bid Meeting: 07<sup>th</sup> February 2019 at 11:00am.**

<b>Firm Information</b>	
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 Centre of Excellence for china Pakistan Economic Corridor, Islamabad as a carriage contractor.
2. We authorize CE-CPEC 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 who 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 black listed 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**

<b>Name</b>	<b>Status Director / Partner</b>	<b>Nationality</b>	<b>Experience</b>	<b>Type of Experience</b>

\_\_\_\_\_  
C.E.O