

## INSTRUCTIONS TO BIDDERS

Quaid-e-Azam Solar Power (Pvt) Ltd Government of the Punjab (the "Client") intends to hire different vehicles on daily & monthly rent for intra/inter city official use during the FY 2016 2017 on Framework Contract (Rate Contract) basis in compliance of PPRA rules. You are hereby invited to submit your tender for the items as detailed in the list of vehicles, subject to the following terms and conditions:-

1. The bidder shall submit the bid on the prescribed forms and quote rate of each vehicle in the financial form attached herewith and submit the sealed bid at the place mentioned in the tender notice on or before the date & time mentioned in the tender notice which will be opened on the same day in the presence of representatives of the firms.
2. The procurement will be done under PPRA rules by using single-stage one-envelope method and will be evaluated on Least Cost basis.
3. The bidder should be registered operator in the relevant field and operational office should be in Lahore preferable in the close vicinity of the Clients premises. The bidder should have sufficient fleet of vehicles to meet the demand of the Client. The vehicles offered on rent should be in excellent condition and model should not be less than 2014.
4. The vehicles will be called as per requirement of the Client. Cars should preferable be petrol fueled. The rates should be inclusive of POL and other expenses & all applicable taxes. The rates of selected bidder shall be valid for at least one year from the date of signing of contract.
5. The call will be issued normally one day before but in urgency two hours before the required time and the duty is expected beyond office hours. The firm will be liable to ensure the availability of the rented vehicles 24/7.
6. The rates shall be mentioned in the prescribed form attached herewith. Conditional, ambiguous and cutting or overwriting in any form shall not be accepted.
7. The rates will be evaluated on least cost basis. The contract will be awarded to the single lowest bidder based on overall evaluation/calculation of the rates or per item basis as the case may be.
8. The successful bidder (the firm) will be required to enter into framework contract with the client as per PPRA and other government rules which will remain effective till one year from the date of signing, extendable as per mutual consent.
9. The firm will be responsible for repair and maintenance of vehicles to keep them in working condition. In case of breakdown of a vehicle the firm will immediately provide the replacement without any additional cost.

10. The firm shall provide skilled and well-mannered drivers and arrange the replacement of any driver in his absence. The drivers should be well acquainted with the city and intercity locations and roads.
11. The hiring service time & mileage will start from the time arrival of vehicle at requisite place and will continue till relieving of vehicle by the Client.
12. The Client will deduct applicable taxes from the payment, as per prescribed rate of the government.
13. Tender/Bids shall be submitted only on this tender form duly filled, signed & stamped on each page by Chief Executive /Authorized person of the firm.
14. If found guilty legal action may be initiated against the firms.
15. Other terms & conditions will be mentioned in the Rate Contract.
16. The Client/Competent Authority may reject all bid or proposals at any time prior to the acceptance of a bid or proposal without incurring any liability thereupon.
17. All quoted rates (daily, monthly) should not be inclusive of fuel cost.

**Chief Executive Officer**  
Quaid-e-Azam Solar Power (Pvt) Ltd.

**TECHNICAL BID FORM  
(CHECK LIST)**

The bidder is required to provide the information & relevant documentary evidence required as under:

Sr #	Pre-requisite	Yes	No	Document attached (Y/N)
1	Is firm/company registered with concerned government authorities?			
2	Is firm registered with tax authorities			
3	Is firm profile attached?			
4	Is firm office located in Lahore city?			
5	Is fleet of vehicles of the firm more than 10 vehicles?			
6	Is firm operative for more than three years as rent-a-car?			
7	Is bid security attached with the bid?			
8	Is certificate of nonblack listing attached?			
9	Is cliental list attached with the bid?			
10	Is certificate (s) from clients for satisfactory services attached?			

**I/We certify that the above information and documents provided with the bid are true and factual.**

(Sign. & Stamp of bidder)

## FINANCIAL BID FORM

### List, Description & Rental of Vehicles

Sr #	Name & Description of Rental Vehicles	Model (Years)	Rent per vehicle per day without fuel (inclusive of all taxes) With driver
01	Honda Civic (i-vtec) Car 1.8 L (Gasoline)		
02	Toyota Corolla (Gli) Car		
03	Toyota Corolla (Xli) Car		
04	Suzuki Cultus Car VXR (Air Conditioned)		
05	Toyota High Roof Van Executive Class (Dual Air Conditioned)		
06	Toyota 4WD at least 3.0L (Gasoline)		
7	Toyota single Cabin (Air Conditioned)		
8	Toyota Double Cabin (Air Conditioned)		
9	Toyota Prado (Air Conditioned)		

Please quote rates inclusive of Driver Wage, food, night charges, repair & maintenance and all applicable taxes.

(Sign. & Stamp of bidder)

## FINANCIAL BID FORM

### List, Description & Rental of Vehicles

Sr #	Name & Description of Rental Vehicles	Model (Years)	Rate per month with Driver	Rate per month without Driver	Total Rate
01	Honda Civic (i-vtec) Car 1.8 L (Gasoline)				
02	Toyota Corolla (Gli) Car				
03	Toyota Corolla (Xli) Car				
04	Suzuki Cultus Car VXR (Air Conditioned)				
05	Toyota High Roof Van Executive Class (Dual Air Conditioned)				
06	Toyota 4WD at least 3.0L (Gasoline)				
07	Toyota single Cabin (Air Conditioned)				
08	Toyota Double Cabin (Air Conditioned)				
09	Toyota Prado (Air Conditioned)				

Please quote rates inclusive of Driver Wage, food, night charges, repair & maintenance and all applicable taxes.

(Sign. & Stamp of bidder)

## AFFIDAVIT

(For Bidder's Use)

As owner/controller of M/s. \_\_\_\_\_

\_\_\_\_\_  
I/We accept the terms and conditions as laid down in tender document and advertisement notice. I/We shall also observe all the rules/regulations framed by Government of the Punjab regarding for the purchase/provision of items, mentioned in the attached list from time to time. I/We declare that our business/firm fulfills all the legal requirements to take part in the bidding and I/We have been authorized by the firm in this regard. I/We also assert that the rates quoted are reasonable with the market.

(On behalf of the firm)

NAME:

DESIG:

SIGNATURE:

STAMP OF THE FIRM

Date: \_\_\_\_\_