

## **INSTRUCTIONS TO BIDDERS**

Quaid-e-Azam Solar Power (Pvt.) Ltd. (the "Client") intends to hire different vehicles on daily and monthly rent for intra/inter city official use during the Financial Year 2018-2019 on Framework Contract (Rate Contract) basis in compliance with PPR 2014. Tenders are hereby invited for the items and services as detailed in Annex-A, 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 (Annex-B) and submit the sealed bid at the place mentioned in the tender notice on or before the date and time mentioned in the tender notice which will be opened on the same day in the presence of representatives of the bidding firms who may wish to be present.
2. The procurement will be done under PPR 2014, using single-stage one-envelope method.
3. The bidders should be registered with relevant departments, having operational office in Lahore, preferably in close vicinity of the Client's premises. The bidder should have sufficient fleet of INSURED vehicles to meet the demand of the Client. The vehicles offered on rent should be in excellent condition and model should not be older than 2016.
4. The vehicles will be called as per requirements of the Client. Vehicles should preferably be petrol fueled.
5. The call will be issued normally one day prior to the requirement but in urgency, only two hours before the required time. The duty is expected beyond office hours and the bidding firm shall 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/ or overwritten rates, in any form, shall not be accepted.
7. The successful bidder will be required to enter into framework contract with the Client as per relevant rules and regulations, which will remain effective till one year from the date of signing of the contract, and shall be extendable upon mutual consent of both parties.
8. The bidder shall be responsible for repair and maintenance of vehicles, and to keep them in working condition. In case of breakdown of a vehicle, the bidder shall immediately provide the replacement without any additional cost, failing which the Client shall hire alternative vehicle at Bidders expense.
9. The bidder shall provide skilled, courteous, UNIFORMED 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.
10. The hiring service time and mileage will start from the time arrival of vehicle at requisite place and will continue till relieving of vehicle by the Client. The drivers of the bidder shall

be expected to provide a snapshot of 'before' and 'after' reading of the meter. The bidder shall ensure that tank is full before journey and also refill at the end of the journey and both the receipts should be verified by the employee using the car as the fuel payments shall be made based on the same.

11. The Client shall deduct applicable taxes from the payment, as per prescribed rate of the Government.
12. Other terms & conditions will be mentioned in the Rate Contract.
13. All quoted rates (daily, weekly & monthly) should not be inclusive of fuel cost.
14. No advance payment shall be made.
15. Bidder shall ensure that all drivers have valid licenses.
16. The cost of fuel refill and toll taxes shall be paid by driver/bidder during travel and the same should be billed to QA Solar with provision of actual receipts with travel bill.
17. In case of theft/accident or any other mishap, QA Solar will not be responsible for any loss. (It shall be presumed that all vehicles are insured and the quoted price includes all such expenses.)
18. The quoted price should be inclusive of driver wage, food, night charges, repair and maintenance and all applicable taxes.
19. The tender/bid shall be submitted on the attached form, serially numbered, duly filled, signed and stamped on each page by chief executive/authorized person of the firm/company. And bidder should provide documentary evidence supporting with its bid, where applicable.
20. Bidder shall nominate one focal person and provide the Client with his official as well as private number. All communication shall be made with the nominee who shall be responsible and liable for everything including penalties.
21. The Bidder must be registered with Sales Tax and Income Tax Department, Punjab Revenue Authority. (Attach copies of registration certificates).
22. The Bidder should have a minimum of 5 years' experience of vehicle for hire business, preferably with Government, Semi-Government and autonomous bodies (attach relevant evidentiary documents)

23. The Bidder should not be blacklisted by any public or private sector organization (attach an affidavit).
24. The Bidder should provide list of present clients.
25. Client will not be responsible for any costs/expenses incurred by the bidders in connection with preparation or delivery of bids.
26. Rated quotes should be in Pak Rupees, inclusive of all applicable taxes. If not specifically mentioned in the quotation, it will be presumed that the prices include all the taxes. These rates quoted shall remain valid for a period of 12 months.
27. The Client may increase/decrease the number of vehicles, depending upon need.
28. Bid Security amounting to Rs. 20,000/- (within 5% of the estimated price) in the form of pay order or demand draft favoring Quaid-e-Azam Solar Power (Pvt.) Ltd., valid for at least 3 months, shall be provided by the bidder.
29. Lowest evaluated bidder shall be expected to submit performance guarantee amounting to 5% of the total bid price. In case the services rendered are not up to the mark, the Client reserves the right to impose penalties and/or forfeit the performance guarantee.
30. The bids must be delivered to the following address by or before 2:30 p.m. 7<sup>th</sup> May, 2018.

**MANAGER HR, Quaid-e-Azam Solar Power (Pvt.) Ltd.,  
3<sup>rd</sup> Floor, 83-A, E/1,  
Main Boulevard, Gulberg-III, Lahore.**

31. The bids will be publically opened on the aforementioned date at 3:00 p.m. in the Conference Room of QASPL office.
32. The bid validity period is 90 days, starting from the date of opening of bids.
33. The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid/proposal. The Client 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.
34. If the proposal of any of the bidder does not fulfil the aforementioned criteria, they may be considered non-responsive.
35. Late received bids will be returned unopened. No alteration/amendment shall be allowed after submission.
36. The contract will be awarded to the lowest evaluated bidder achieving highest marks on the basis of the following criteria.

- i. Daily car rental with & without driver total marks = 50
- ii. Monthly car rental with & without driver total marks = 50
- Total Marks = 100**

<b>Sr#</b>	<b>Vehicle rental daily</b>	<b>Total Marks 50</b>
1	1 <sup>st</sup> Lowest bidder with driver	30/30
	2 <sup>nd</sup> Lowest bidder with driver	25/30
2	3 <sup>rd</sup> Lowest bidder with driver	20/30
3	1 <sup>st</sup> Lowest bidder without driver	20/20
4	2 <sup>nd</sup> Lowest bidder without driver	15/20
5	3 <sup>rd</sup> Lowest bidder without driver	10/20
6		
<b>Sr#</b>	<b>Vehicle Rental Monthly</b>	<b>Total Marks 50</b>
1	1 <sup>st</sup> Lowest bidder with driver	20/20
2	2 <sup>nd</sup> Lowest bidder with driver	15/20
3	3 <sup>rd</sup> Lowest bidder with driver	10/20
4	1 <sup>st</sup> Lowest bidder without driver	30/30
5	2 <sup>nd</sup> Lowest bidder without driver	25/30
6	3 <sup>rd</sup> Lowest bidder without driver	20/30

**TECHNICAL BID FORM  
(CHECK LIST)**

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

Sr #	Pre-requisite	Yes (Document attached)
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 five years as rent-a-car?	
7	Is bid security attached with the bid?	
8	Is affidavit of nonblack listing attached?	
9	Is list of clients attached with the bid?	
10	Are certificates 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	Rent per vehicle per day without fuel (inclusive of all taxes) Without driver
01	Honda Civic (i-vtec) Car 1.8 L (Gasoline)			
02	Honda City (i-vtec) Car (Gasoline)			
03	Toyota Corolla (Gli) Car			
04	Toyota Corolla (Xli) Car			
05	Suzuki Cultus Car VXR (Air Conditioned)			
06	Toyota 4WD Double cabin (Air Conditioned)			

Please quote rates inclusive of Driver Wage (as per the minimum wage notified by the Govt.), food, night stay 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 vehicle monthly without Fuel(Inclusive of all taxes) with Driver	Rate per vehicle monthly without Fuel(Inclusive of all taxes) without Driver
01	Honda Civic (i-vtec) Car 1.8 L (Gasoline)			
02	Honda City (i-vtec) Car (Gasoline)			
03	Toyota Corolla (Gli) Car			
04	Toyota Corolla (Xli) Car			
05	Suzuki Cultus Car VXR (Air Conditioned)			
06	Toyota 4WD Double cabin (Air Conditioned)			

Please quote rates inclusive of Driver Wage (as per the minimum wage notified by the Govt.), food, night stay 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 the purchase/provision of items, I/We also affirm that I/We have never been blacklisted by any Govt/Semi Govt. organization or autonomous body.

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 rates.

(On behalf of the firm)

NAME:

DESIGNATION:

SIGNATURE:

STAMP OF THE FIRM