



BD NO. Proc/PMDFC/Vehicle RO/2021



**GOVERNMENT OF PUNJAB,
PUNJAB MUNICIPAL DEVELOPMENT FUND COMPANY (PMDFC)
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**PUNJAB CITIES PROGRAM (PCP)
BIDDING DOCUMENT
FOR**

**ANNUAL FRAMEWORK CONTRACT FOR RENTAL VEHICLE
SERVICES**

DEADLINE DATE& TIME FOR SUBMISSION OF QUOTATIONS:

Thursday, November 18, 2021, 1100 AM

OPENING DATE & TIME OF QUOTATIONS:

Thursday, November 18, 2021, 1130

1. The Govt. of Punjab (hereinafter called "Borrower") has received financing from the International Development Association (IDA) in the form of a "credit" (hereinafter called "credit") toward the cost of "Punjab Cities Program (PCP)". The Punjab Municipal Development Fund Company (PMDFC), an implementing agency, intends to apply a portion of the proceeds of this loan to eligible payments under the annual contract of rental vehicle services. Accordingly, sealed quotations are invited from the local bidders, which are on the active taxpayers list (Income Tax at FBR & Services Tax at PRA).

2. The PMDFC now invites sealed quotations from eligible bidders for the annual contract of rental vehicle services as per Annex-A.

3. The Requests for Quotations document and accompanying documents must be received by PMDFC in its office located at **H#184, Upper Mall, Scotch Corner, Lahore** not later than **Thursday, November 18, 2021, 1100 AM.**

4. General Terms & Conditions:

4.1 Any offer not received as per terms & conditions of the quotation 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 RFQ 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 / quoted rates are furnished other than the RFQ Document.
- i) any additional terms & conditions added by the Firm
- j) any conditional offer

4.2 Bidders having Income Tax & PRA registration are eligible to participate in the tender.

- 4.3 Quotation will remain valid for a period of 90 days from the date of opening the quotations. No change in price will be made in case of Pak rupees variation against US\$ and any other case as may be.
- 4.4 Contract will be awarded to lowest evaluated Bidder (rate wise, vehicle wise) as per detailed at **Annex-A**.
- 4.5 The cover envelop must indicate particulars of quotation and date of opening. The envelopes must be properly sealed.
- 4.6 Offered rates will be for 990cc vehicle on monthly basis with driver and for 1290cc vehicle with driver on daily (24 hours per day basis).
- 4.7 Contract will be signed with The PMDFC and successful bidders (rate wise, vehicle wise lowest evaluated Bidders) after the approval of Competent Authority.
- 4.8 Quotations, duly accompanied by a “Bid Security” of Rs. 50,000/- in shape of a pay order/demand draft/call deposit from nationalized/Scheduled Bank in Pakistan in the name of Punjab Municipal Development Fund Company.
5. **Provision of Vehicle:**
The successful bidder shall have to provide vehicles soon after receipt of LOA/Contract/Email from concerned authority in each regional office within one day.
6. **Deduction of Taxes:**
Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.
7. **Dispute:**
In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules.
8. **Qualification Requirements: -**
 - a. Bidders must be registered with appropriate forum – Copy of Incorporation Certificate must be provided.
 - b. Copy of valid NTN & GST certificate and Active Tax Payer Status of both Income Tax and Sales Tax.
 - c. Bidders must not be blacklisted from PPRA/Procuring agency – Undertaking of no black-listing to be provided on non-judicial stamp paper of appropriate value.
 - d. Relevant 03 years past experience of similar nature of job. (Attach Purchase/Work Orders/Contract).
9. **Other Terms and Conditions: -**
 - a. The bidder shall provide the rental services for **inter district¹ / intra district² travelling** on daily (24 hours per day basis) rental basis for vehicles with valid license holder driver and working Air Conditioner across Pakistan detail at Annex-A. The quantity of vehicles may vary as per requirement of the Client.
 - b. The vehicle provided under this Contract shall have vehicle tracker system along with online access to the vehicle tracking system. The successful bidder shall also provide vehicle tracking report on fortnightly basis.
 - c. Contract will be signed according to the current fuel price as mentioned on PSO website (at the time of signing the contract) and will be subject to increase or decrease of fuel prices which will be adjusted/allowed by the client on case-to-case basis.

¹ Inter district refers to travelling from one city to another city.

² Intra district refers to travelling within the city.

- d. Meter reading should be started/closed at pick/drop point and it will be verified by the travelling officer.
- e. PMDFC will pay/reimburse Toll Tax/other road taxes whereas the service provider will be responsible to pay the Traffic challans/violation tickets etc.
- f. The driver must coordinate with the traveling officer within 2 hours after confirmation of tour.
- g. The travel log/rental sheet must be signed by travelling officer.
- h. The travel details must be provided to PMDFC along with invoice. No invoice shall be entertained without copy of duly signed travel log/rental sheet.
- i. All bills must be signed and verified by the travelling officer, without any cutting. Mileage and meter reading should be signed by the travelling office
- j. Any cutting on the invoice/bill will not be accepted and such invoice/bill, will be rejected.
- k. The vehicle provided under this Contract shall also be completely insured.
- l. The bidder shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. of their staff/Drivers.
- m. The Client will deduct income tax and PRA or any tax, if applicable, as per prescribed rates of the Government.
- n. 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 bidder. Unsatisfactory services shall include:
 - i. Absenteeism without intimation
 - ii. Reckless driving
 - iii. Frequent accidents
 - iv. Misbehavior by drivers
 - v. Improper hygiene of self and cleanliness of vehicle
 - vi. Not maintaining proper log book / travel detail and enclosing it with the monthly invoice
 - vii. Drivers being unaware of local routes within the particular duty city.
- o. The bidder shall be responsible for the repair & maintenance (Mobil oil, filters, any other works, etc.) of all vehicles provided under this Contract and include its cost in its quoted price.
- p. In case of theft, snatching, accident or total loss to the vehicle through accidents the bidder will deal with the insurance company for documentation, depreciation and final claim settlements.
- q. In case of repair, if the vehicles took more than 1 day then Firm shall provide alternate similar vehicle on urgent basis at same point without any delay and in this regard no extra charges shall be paid by the Client.
- r. The bidder shall be fully responsible to provide the competent and well-trained drivers for the performance of services under this Contract:
 - i. Driver must be able maintain (read and write) log book in proper manner.
 - ii. Driver shall not be allowed to smoke in car.
 - iii. Driver shall maintain himself and the car in proper hygienic condition.
 - iv. Drive must have the code of conduct for driving of vehicles.
 - v. Maximum age limit: 60 years
- s. The bidder shall provide the vehicle fitness certificate on half yearly basis.
- t. The rental vehicle will be available for 365 days including all holidays.
- u. In case of vehicle(s) hired on monthly basis, during day & night, vehicle(s) will be not be parked at driver's house especially on holidays.

10. **Payment Terms: -**

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.

11. Travel Allowances & Accommodation: -

PMDFC will not provide any travel related allowance, accommodation or boarding and lodging arrangements to any driver. This will be the sole responsibility of the Car rental company. The self-arranged accommodation of drivers should be within 3 kilometers of the stay of the PMDFC employees. The selected firm shall be responsible for any damages or misuse of vehicle after release of duty from the traveler.

12. Log Book: -

Firm's Driver must maintain a logbook on daily basis with mileage and locations. The daily travel must be signed by PMDFC employee in the log book. These details must be provided to PMDFC along with invoice. No invoice shall be entertained without copy of duly signed logbook. The vendor/firm will put up claim based on attested logbook and SOPs is used by PMDFC in this regard.

13. Firm Security: -

The firm providing services shall be responsible for the security of the driver, vehicle or any items coming along with the rented vehicle. PMDFC will not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise. PMDFC promotes no arms/ammunition policy, therefore no arms/ammunition will be allowed during PMDFC's business.

The vehicle under use of PMDFC will only be strictly used for PMDFC Staff. No lifts to be entertained.

14. One Person One Bid:

One person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

15. Contract Period

Contract(s) will be awarded initially for the period of one (01) year, extendable for further period on mutual consent of both parties subject to satisfactory performance.

The Bidders must comply the above stated terms & conditions in all respects otherwise their quotations shall not be considered.

ANNEX-A:

INFORMATION ABOUT VEHICLES TO BE PROVIDED

Sr. #	Make	Model	Minimum Engine Capacity
1	Toyota Corolla GLI / Honda City or equivalent with Driver	2018 or above	1290 CC
2	Suzuki Cultus or equivalent with Driver	-do-	990 CC

The areas of service include entire Punjab and Islamabad Territory, with extensive travelling to the remote areas of Punjab.

Price Schedule

On Need Basis for Each Regional Office					
Sr. #	Make	Model	Fuel	Rate (PKR) (Inclusive of all taxes)	
				Per KM	Per Day Vehicle Rental Charges (24 hours)
1	Toyota Corolla GLI / Honda City or equivalent with Driver <i>On need basis for Regional Office Gujranwala</i>	2018 or above	With Fuel		
2	Toyota Corolla GLI / Honda City or equivalent with Driver <i>On need basis for Regional Office Faisalabad</i>	2018 or above	With Fuel		
3	Toyota Corolla GLI / Honda City or equivalent with Driver <i>On need basis for Regional Office Khanewal</i>	2018 or above	With Fuel		
Monthly Basis for Each Regional Office					
Sr. #	Make	Model	Fuel	Rate (PKR) (Inclusive of all taxes)	
				Per KM	Per Month Vehicle Rental Charges
1	Suzuki Cultus or equivalent with Driver <i>On monthly basis for Regional Office, Gujranwala</i>	2018 or above	With Fuel		
2	Suzuki Cultus or equivalent with Driver <i>On monthly basis for Regional Office, Faisalabad</i>	2018 or above	With Fuel		
3	Suzuki Cultus or equivalent with Driver <i>On monthly basis for Regional Office, Khanewal</i>	2018 or above	With Fuel		