

THE NEWS

 theNewsInter

Lahore Edition

Also published from
Karachi, Islamabad/Rawalpindi, London and
globally on the World Wide Web at
www.thenews.com.pk

JANG GROUP OF NEWSPAPERS
Wednesday
February 1, 2023
Rajab 9, 1444 A.H.
18 pages
Price Rs. 30.00



Punjab Cities Program
Credit No. 6243-PK
Contract Title: Rental Vehicle
Reference No. RFQ No. Proc/PMDFC/Vehicle/2023+



REQUEST FOR QUOTATIONS (RFQ)

**ANNUAL FRAMEWORK CONTRACT FOR RENTAL VEHICLE
SERVICES FOR HEAD OFFICE AND REGIONAL OFFICES
(LAHORE (HO), GUJRANWALA, FAISALABAD, KHANEWAL (ROs))**

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 framework contract for Rental Vehicles. Accordingly, sealed quotations are invited from the bidders, which are on the active taxpayer's list Income & Sales Tax (FBR & PRA).

- Procurement will be conducted through the Request for Quotations (RFQ) method as specified in the World Bank's Procurement Regulations for IPF Borrowers (Revised) and is open to all eligible bidders as defined in the Procurement Regulations.
- PMDFC, now invites sealed quotations from eligible bidders for the annual contract of rental vehicles services. The qualification criteria of the bidders and other details are mentioned in the RFQ document.
- A complete set of RFQ documents of rental vehicles and detailed terms & conditions can be downloaded immediately from website of PMDFC <https://pmdfc.punjab.gov.pk/> and/or from the office on submission of a written application on the company letterhead.
- Quotations, duly accompanied by a "Bid Security" of Rs. 50,000/- in shape of a pay order/demand draft/call deposit/bank guarantee from nationalized/Scheduled Bank in Pakistan in the name of the Punjab Municipal Development Fund Company, must be delivered at the address given below on or before February 21, 2023 on 1500 hours. Electronic submission shall not be permitted. Quotations received late will not be accepted.
- Quotations will be opened publicly on the same day at 1530 hours, in the presence of the suppliers' representatives and anyone who chooses to attend, in the Conference Room, Punjab Municipal Development Fund Company, H#184, Upper Mall, Scotch Corner, Lahore.

MANAGING DIRECTOR/PROGRAM DIRECTOR
Punjab Municipal Development Fund Company (PMDFC)
Punjab Cities Program
H#184, Upper Mall, Scotch Corner, Lahore.
Ph: 042-99204386-89 Fax: 042-99204390
Email: info@pmdfc.org.pk
Web-site: <https://pmdfc.punjab.gov.pk/>

IPL-1032



GOVERNMENT OF PUNJAB,
PUNJAB MUNICIPAL DEVELOPMENT FUND COMPANY (PMDFC)
H#184, Upper Mall, Scotch Corner, Lahore
Tele- +92-42-99204386-89, Fax - +92-42- 99204390

PUNJAB CITIES PROGRAM (PCP)
REQUESTS FOR QUOTATIONS (RFQ)
ANNUAL FRAMEWORK CONTRACT FOR RENTAL VEHICLE
SERVICES

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 taxpayer’s list Income & Sales Tax (PRA & FBR).
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 delivered by in its office located at **H#184, Upper Mall, Scotch Corner, Lahore** not later than **February 21, 2023, at 0300 PM.**
4. **General Terms & Conditions:**
 - 4.1 Any offer not received as per the 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 an authorized person on each page of the RFQ Document
 - d) the offer is ambiguous
 - e) the offer is received by fax or e-mail
 - f) the offer is from a blacklisted 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 the lowest evaluated Responsive Bidders meeting the qualification requirement and general terms and conditions etc.
 - 4.5 The cover envelope must indicate the particulars of the quotation and the date of opening. The envelopes must be properly sealed.
 - 4.6 **Offered rates will be with the driver.**

- 4.7 Contract will be signed with The PMDFC and successful bidders (lowest evaluated Bidders) after the approval of the Competent Authority.
- 4.8 Quotations, duly accompanied by a “Bid Security” of Rs. 50,000/- in the shape of a pay order/demand draft/call deposit/bank guarantee from nationalized/Scheduled Bank in Pakistan in the name of Punjab Municipal Development Fund Company. The bid security will be released after the expiry of services.
5. **Provision of Vehicle:**
The successful bidder shall have to provide vehicles soon after receipt of LOA/Contract/Email from the concerned authority in each regional office and head office within one day.
6. **Deduction of Taxes:**
Any taxes (if applicable) will be deducted while making payment as per prevailing Government Rules / Instructions/ Notifications.
7. **Dispute:**
In case of any dispute before or after the execution of the contract, the matter will be resolved as per the prevailing Laws of Pakistan.
8. **Qualification Requirements: -**
a. Bidders must be registered with the appropriate forum – A copy of the Incorporation Certificate must be provided.
b. Copy of valid PRA & FBR certificate and Active Tax Payer Status of both Income Tax and Sales Tax.
c. Bidders must not be blacklisted from World Bank/PPRA/Procuring agency/Any other agency/company – Undertaking of no black-listing to be provided on non-judicial stamp paper of appropriate value.
d. Relevant 05 years past experience of similar nature of the job. (*Attach Purchase/Work Orders/Contract*).
9. **Tasks to be Performed by the Contractor/Supplier/Firm and Terms & Conditions:**
a) The Firm/ Contractor/supplier shall make available vehicles with drivers, throughout the Punjab Province during the execution of the Contract.
b) The Firm/ Contractor/supplier Shall ensure that all the provided vehicles and drivers be at the disposal of PMDFC for 24x7 for regular operations.
c) If any vehicle got out of order or the driver is not available, the Firm/ Contractor/supplier will ensure in-time replacement of that vehicle and the availability of the driver to avoid any inconvenience to the Agency.
d) Any delay in the replacement of a dysfunctional vehicle with a functional / approved vehicle will penalize Rs. 3000 per hour after the maximum allowable replacement time i.e., 2 hours. Further, if the Firm/ Contractor/supplier will not be able to arrange an alternate vehicle within the approved time, PMDFC may arrange alternate vehicle(s) and the charges of those vehicle(s) will be deducted from the Firm/ Contractor/supplier running payments.

- e) During the period of operation for the Client (PMDFC), the vehicles shall carry only passengers or goods authorized by the Client (PMDFC).
- f) Firm/ Contractor/supplier shall be responsible for all kinds of maintenance of vehicles e.g., oil change, Brake oil, Gear oil, air filter/oil filter change, tyre change, wheel Alignment/balancing, Brake shoes, battery, tracker, etc.
- g) Firm/ Contractor/supplier shall provide for every vehicle to be rented, full vehicle history, and certifications.
- h) Firm/ Contractor/supplier shall ensure that the vehicles are fully covered by all necessary insurances in case of accidents, i.e., comprehensive insurance. If fully comprehensive insurance is not in place, the cost of any subsequent damage or loss, or theft of vehicles shall be borne by the Firm/ Contractor/supplier. The firm/ Contractor/supplier shall provide an undertaking at the time of Contract Signing that all the provided/proposed vehicles are fully insured (Comprehensively).
- i) Firm/ Contractor/supplier will require to allocate one full-time Manager/Supervisor for the supervision of drivers/vehicles and will be reporting to the nominated officer of PMDFC.
- j) All government taxes apropos to rented vehicles including route permits, token tax, etc. should be paid.
- k) All the vehicles shall be parked in PMDFC's office premises, or any other place approved by the PMDFC.
- l) No vehicle can be changed/shuffled/replaced during the whole Contract without prior approval of PMDFC.
- m) The vehicles must remain registered with all Government prerequisites for mobility on road during the period of this Contract and the original documents of the vehicle must be present at all the time with the vehicle.
- n) Provided vehicles must be in all-time 100% roadworthy condition and be cleaned and tidy inside.
- o) The vehicles should be equipped with a heating and cooling system, well-maintained, and in excellent functional condition.
- p) Vehicles must be equipped with necessary safety items, including Seat belts, spare tyre, mechanical jack, and basic hand tools.
- q) The scope of work may be increased or decreased by PMDFC within the permissible rules during the execution of the Contract.
- r) Firm/ Contractor/supplier is required to execute the work as per the provision, scope of work, Terms & Conditions stated in the bidding document, and satisfaction of the PMDFC.
- s) Firm/ Contractor/supplier shall have to get the quality & quantity of vehicles checked by the nominated officer of PMDFC.
- t) PMDFC will not bear any loss related to the road accident, loss of vehicle, maintenance of the vehicle, oil change, air filter/ oil filter replacement, etc. except toll plaza taxes / M-tag charges.
- u) Trackers must be installed in all vehicles and tracking reports/ Login credentials shall be shared with the PMDFC on fortnightly basis or whenever desired by PMDFC.
- v) PMDFC will pay/reimburse Toll Tax/other road taxes whereas the service provider will be responsible to pay the Traffic challans/violation tickets etc.
- w) Meter reading should be started/closed at the pick/drop point and it will be verified by the traveling officer.
- x) The travel log/rental sheet must be signed by traveling officer.

- y) The travel details must be provided to PMDFC along with the invoice. No invoice shall be entertained without a copy of the duly signed travel log/rental sheet.
- z) All bills must be signed and verified by the traveling officer, without any cutting. Mileage and meter readings should be signed by the traveling office
- aa) Any cutting on the invoice/bill will not be accepted and such invoice/bill, will be rejected.
- bb) The vehicle provided under this Contract shall also be completely insured.
- cc) The bidder shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. of their staff/Drivers.
- dd) The Client will deduct income tax and PRA or any tax, if applicable, as per prescribed rates of the Government.
- ee) 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 moreover, 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 the 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.
 - viii. Any other misconduct etc.
- ff) In case of repair if the vehicles took more than 1 day then the Firm shall provide an alternate similar vehicle on an urgent basis at the same point without any delay and in this regard, no extra charges shall be paid by the Client.
- gg) The Client will not provide any travel-related facilities to the driver and accommodation.
- hh) The Client reserves the right to ask the Firm/ Contractor/supplier to replace drivers if deemed necessary.
- ii) The bidder shall be fully responsible to provide competent and well-trained drivers for the performance of services under this Contract:
The Driver Should:

- i. Driver must be able to maintain (read and write) the log book in a proper manner.
 - ii. Driver shall not be allowed to smoke in the car.
 - iii. Driver shall maintain himself and the car in proper hygienic condition.
 - iv. Drive must have a code of conduct for driving vehicles.
 - v. Maximum age limit: 60 years
 - vi. valid driving licenses for operating motor vehicles as per the laws of Pakistan
 - vii. valid CNIC
 - viii. Not be addicted to any sort of drugs.
 - ix. Not be engaged in medication which may impair the ability to drive
 - x. Not smoke during driving or inside the vehicle while at rest;
 - xi. Properly trained in the operation and maintenance of the vehicle to avoid any kind of inconvenience (Minor vehicle breakdown).
 - xii. Should follow all the traffic rules pertaining to driving within the city, highway, and motorways. Further, in case of a challan/fine due to any kind of violation of NHA/City Traffic Police/ Govt. of Pakistan rules Firm/ Contractor/supplier will be liable to pay that challan/fine.

- xiii. Be knowledgeable and familiar with Pakistan's road network and road regulations.
- xiv. Driver should be polite, gentle, well behaved, and dressed.
- jj) The bidder shall provide the vehicle fitness certificate on half yearly basis.
- kk) The rental vehicle will be available for 365 days including all holidays.
- ll) The Purchaser reserves the right to accept or reject any quotation and to annul the procurement process and reject all quotations at any time prior to issuance of Purchase Order/Notification of award, without thereby incurring any liability to the affected supplier or suppliers or any obligation to inform the affected supplier or suppliers of the grounds for the Purchaser's action.
- mm) The Bank requires compliance with the **Bank's Anti-Corruption Guidelines** and its prevailing sanctions policies and procedures as set forth in the World Bank Group's [WBG] Sanctions Framework.
- nn) In further pursuance of this policy, Suppliers shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records, and other documents relating to the RFQ and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.
- oo) A Supplier that has been sanctioned by the Bank, pursuant to the **Bank's Anti-Corruption Guidelines**, in accordance with its prevailing sanctions policies and procedures as set forth in the **WBG's Sanctions Framework** as described in the attachment to the Contract Conditions paragraph 2.2 d., shall be ineligible to submit Quotations or be awarded or otherwise benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. **A list of debarred firms and individuals is available on the Bank's external website: <http://www.worldbank.org/debarr>.**
- pp) Request for clarification (if any) should be received in writing no later than two (02) days after the advertisement.

10. **Payment Terms: -**

Payment will be made through crossed cheque to the Firm against invoice after 100% completion of satisfactory services on monthly basis with receipts or other documentary evidence as the employer may require. No payment will be made in 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 the vehicle after releasing of duty from the traveler.

12. Log Book: -

The firm's Driver must maintain a logbook on daily basis with mileage and locations. The daily travel must be signed by a PMDFC employee in the log book. These details must be provided to PMDFC along with the invoice. No invoice shall be entertained without a copy of the duly signed logbook. The vendor/firm will put up a claim based on the 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 the 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 with 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 Yaris/GLI/Honda City or equivalent with Driver | 2020 or above | 1.3 L |
| 2 | Suzuki Cultus/Wagon or equivalent with Driver | -do- | 1.0 L |
| 3 | Interior/ Exterior Conditions of Vehicles i. Un-touched/ non-accidental. ii. Shouldn't be have Milage more the claimed by the manufacturer. iii. Healthy Tyre and Rims, Headlights working properly, availability of FOG lumps, and Indicators in working condition. Push button windows. iv. Leather polish seats, air conditioning system working properly, clean interior Etc. Number of vehicles required may be increased or decreased as per need. | | |

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

Price Schedule

| Price <u>without</u> Fuel | | | | | | | | |
|-----------------------------|---|---------------|--------------|-------------------|------------------|--|----------------------------------|-------|
| Sr. # | Make | Model | Fuel | Office / Location | *No. of Vehicles | Rate (PKR) (Inclusive of all taxes) | | |
| | | | | | | No. of Months | Per Month Vehicle Rental Charges | Total |
| 1 | Toyota Yaris / GLI / Honda City or equivalent with Driver | 2020 or above | Without Fuel | Lahore | 5 | 12 | | |
| 2 | Suzuki Cultus / Wagon R or equivalent with Driver | 2020 or above | Without Fuel | Gujranwala | 1 | 12 | | |
| | | | | Faisalabad | 1 | 12 | | |
| | | | | Khanewal | 1 | 12 | | |
| Total Cost (PKR) in Figures | | | | | | | | |
| Total Cost (PKR) in Words: | | | | | | | | |

*Number of vehicles required may be increased or decreased as per need.

Contract will be awarded to the lowest evaluated Responsive Bidders meeting the qualification requirement and general terms and conditions etc.