



**NO. FD (CTC-I) 2(80)/2013-2014**

GOVERNMENT OF SINDH  
FINANCE DEPARTMENT

Karachi dated the 03-04-2014

To,

M/s. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SUBJECT: INVITATION OF TENDER FOR HIRING OF VEHICLES FD (CTC-I)2(80)/2013-2014**

I am directed to hereby invite you to submit your tender regarding the hiring of rental vehicles as per details in the schedule **(Annexure-A)** to this invitation to tender subject to the terms laid down in **(Annexure-B)** and those mentioned here under. The contract resulting from this invitation to Tender shall be governed by conditions of contract as contained in **(Annexure-B)**.

1. The Bidder shall submit the Bid in Two Different sealed envelope, containing the “**Technical Proposal**” and “**Financial Proposal**” and required information mentioned below.
  - a) Relevant Experience in the field of pick & Drop facility. (At least 05 years).
  - b) Financial Credentials/ Bank Statement (Last three years).
  - c) Registration with Income Tax, Sales Tax.
4. The bidder shall quote on prescribed schedule **(Annexure-A)** to this invitation to the Tender on the basis indicated there in and shall sign the Undertaking given herein to the effect that the vehicles shall be hired in the schedule.
5. The vehicles should be in good, running condition and non-air condition
6. Failure to submit the Tender in the manner prescribed in the invitation to the Tender and it's related scheduled and annexure will render the same liable to be ignored / rejected.

7. The Finance Department does not pledge to accept the lowest or any tender and reserve the rights in accordance of SPPRA Rule-25 to cancel the Bidding Process at any time prior to the acceptance of a Bid or Proposal.

sd/-  
(AAMIR ZIA ISRAN)  
SECTION OFFICER (B&A)

**ANNEXURE-A:**

<b>Sr.#</b>	<b>Description of vehicles All vehicles must be in good/running and non air conditioned</b>	<b>Quantity</b>	<b>Rates per vehicles per day along with driver and fuel</b>
<b>1.</b>	Hi-ace 20 seated	<b>11 No</b>	
<b>2.</b>	Hi-ace/ Coaster 25 seated	<b>06 No</b>	

**Note:**

1. The vehicles may even be required to drop staff after 12 Midnight depending on the load work on that particular day.
2. The timing of drop of the staff may vary between 07 Pm to 12 midnight.
3. The drop facility of the staff should be door to door wise.
4. Rates must be inclusive all taxes.
5. Finance Department will not be responsible for any expenses related to Driver or vehicles.
6. The Technical envelope should contain technical formalities such as vehicles fitness certificate, registration documents (Each) and other necessary information as described in SPPRA Rules 2010.
7. The Financial quote should be vehicles and route wise on per day basis with fuel along with necessary information as required under rule 46 (1) of SPPRA -2010.
8. Any Effort by a bidder to influence the DPC decisions in respect of Bid Evaluation, or Contract award will result in the rejection of the Bidder's Bid.

## **ANNEXURE-B:**

### **2. GENERAL TERMS & CONDITIONS**

#### **i. Bid Security:**

- Selection Method of Bids is being involved on the basis of Single-Stage Two-Envelope Procedure i.e. Technical and Financial.
- A Bid Security, in the shape of a bank Draft / Pay order in favor of Section Officer (B&A), Finance Department, Government of Sindh.
- Equivalent to 5% of the Total cost of bid should be submitted along with the sealed Bids.
- The Finance Department will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids. Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered

#### **ii. Validity of the Proposal:**

All proposals and prices shall remain valid for a period of 90 days from the closing date of the submission of Proposals. However, the responding organization is encouraged to state a longer period of validity for the proposal.

#### **iii. Currency:**

The Financial Proposals shall be quoted in Pakistani Rupees (PKR) Only.

#### **IV. Security.**

The firm provides services shall be responsible for the security of the drivers and vehicles. Finance Department will not responsible for any loss whatsoever for security risk, negligence of drivers or otherwise.

#### **V. Withholding Tax, Sales Tax and Other Taxes:**

The responding organization is hereby informed that the Government shall deduct Taxes at the rate prescribed under the Tax Laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. The responding organization will be

responsible for all taxes on transactions and / or income, which may be levied by Government. If responding organization is exempted from any specific Taxes, then it is requested to provide the relevant documents with the proposal.

**iv. Compliance to Specifications:**

The responding Organization (RO) will be provided information as per Annexure-B.

**Vii. Time Duration:**

Drop Facility of Staff may b hired for Three Months or up to the complete compilation of budget session.

**VIII. Drivers:**

When vehicles is rented, the following should be observed

- Must have a valid license.
- Minimum 05 years Experience in relevant field.
- Familiar with the local routes.
- Maximum age limit 50 years.
- The firm will be responsible for the behavior/action and will be responsible to provide the immediate replacement in case of compliance/misconduct.
- Company must ensure the physical fitness of the drivers.

**IX. Replacement of vehicles in case of breakdown:**

The car rental company will be responsible to ensure that the cars provided to Finance Department, Govt of Sindh are fully maintained and are physically in absolute perfect condition for travelling. However, in an event that a car/vehicle breaks down, the car rental company will arrange for its immediate replacement without delay.

### **3. INSTRUCTION FOR RESPONDING ORGANIZATIONS**

**i. Communication:**

Enquiries regarding this RFQ shall be submitted in writing to:

**“SECTION OFFICER (B&A), FINANCE DEPARTMENT, GOVERNMENT OF SINDH, SINDH SECRETARIAT BUILDING NO.06 A.K LODHI COMPLEX, KAMAL ATTA TURK ROAD KARACHI.”**

Phone: (92-21) 99222113

Fax #: (92-21) 99222110

**ii. Mode of Delivery & Address:**

Bids must be submitted in two different envelopes as by **12:00 Noon on 21<sup>st</sup> April, 2014** at the address given below:

SECTION OFFICER (B&A), FINANCE DEPARTMENT, GOVERNMENT OF SINDH, SINDH SECRETARIAT BUILDING No 06, KAMAL ATTA TURK ROAD KARACHI.
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## **UNDERTAKING**

We guarantee to provide the vehicles exactly in accordance with the requirement specified in the invitation to Tender, schedule **(Annexure-A)**. We do undertake that the certified copies of the different certificates as required by the Finance Department are enclosed herewith. We also under take that the vehicles for rental basis will be provide immediately or on specific date mentioned in Supply order issued against successful bid.

**Signatures:**

**Firm Name and Stamp / Seal:**



## **FINANCE DEPARTMENT GOVERNMENT OF SINDH**

**Telephone No. 99222111, 99222113**

**TENDER NO. FD (CTC-I) 02(80)/2013-2014**

**Tender document issuance Performa**

Name of Tender: **Hiring of Rental vehicles for the budget duty 2014-2015**

Official Address: **Finance Department, Government of Sindh, Sindh Secretariat Building No.06, Kamal Atta Turk road, Karachi.**

Phone # **99222113**  
Fax # **99222110**

Tender Closing date & time: **21<sup>st</sup> April, 2014 at 12:00 A.M**

Tender Opening date & time: **21<sup>st</sup> April, 2014 at 1:00 P.M**

Cost of Documents: **Rs. 1000 (Rupees One Thousand Only)**



**Hiring of Rental Vehicles for Budget Duty**

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