

# SINDH MADRESSATUL ISLAM (SMI) UNIVERSITY



## **TENDER DOCUMENT FOR TENDER OF BUSSES / POINTS SERVICES FOR PICK & DROP FACILITY TO THE STUDENTS OF SMIU, KARACHI.**

Name of Department:	ENGINEERING & MAINTENANCE DEPARTMENT
Name of Procuring Agency:	SINDH MADRESSATUL ISLAM UNIVERSITY AIWAN-E-TIJARAT ROAD, KARACHI – 74000 Phones: (021) 99217501-02-03 Fax: (021) 99217504 Email: <a href="mailto:shaikh@smiu.edu.pk">shaikh@smiu.edu.pk</a> <a href="http://www.smiu.edu.pk">Url:www.smiu.edu.pk</a>

Document issued to \_\_\_\_\_

Document issued on \_\_\_\_\_

**SINDH MADRESSATUL ISLAM UNIVERSITY**  
**AIWAN-E-TIJARAT ROAD, KARACHI**

**LIST OF CONTENTS**

<b>PART</b>	<b>DESCRIPTION</b>
Part-I	NOTICE INVITING TENDERS
Part-II	OFFER FORM
Part-III	TERMS & CONDITIONS
Part-IV	TECHNICAL EVALUATION CRITERIA
Part-V	DETAILS OF BUSSES / POINTS ROUTES
Part-VI	BID DATA SHEET
Part-VII	SAMPLE FORMS

### Part-III

#### Terms & Conditions

1. Approved Busses be operated on prescribed routes (Copy Attached) Any deviation without prior Permission of the university will lead to deduction of **Rs.10,000** per trip in the case of any complaint.
2. Busses / Points will be operated on daily basis exclusively for SMI University, Students / Staff. No outsider will be allowed to travel in the Busses / Points.
3. No other passenger will be allowed to travel during the service for SMIU Staff except with the approval of Incharge Transport.
4. Busses / Points will be operated in the morning and afternoon to facilitate SMIU Students / Staff from the destinations described in the schedule in the prescribed timings.
5. Busses / Points offered for operation shall be appropriate approved (Seating + Standing) capacity.
6. List of similar services provided to public sector organizations, including details of the services currently in operation.
7. Last three years audited financial statement.
8. List of company staff / workshop etc along with vehicle documents & fitness certificate.
9. In case of emergency, the contractor will bound to ply the bus services for pick & drop and like wise contractor may be asked to stop services for specific days where he shall not be entitled for payment
10. Contractor will bound to keep security guards for checking.
11. Sealed offers will be given on proper "Offer Form" offers will be given on the basis of average rental charges per bus per day (out & back).
12. Will not be given for each rout.
13. The monthly rental charges will include vehicle cost depreciation, driver and cleaner salaries, maintenance cost and other miscellaneous expenses like income tax and other taxes if any levied by the Government and other incidental cost. The agreed rental charges will not be increased in any circumstances during currency of the contract (10 liter for bus, 7 liter for coaster per day fuel consumption). In case of increase / decrease in diesel cost after agreement the difference be calculated as under:-

"No. of liter (average) x price of diesel per liter (+ - ) variation x No. of busses/ coasters x per days".

14. The rental charges offered will be inclusive of operational costs, maintenance cost and other incidental cost including 5% income tax and other taxes as levies by the Government. The University will not bear any responsibility in this respect.

15. Each offer will accompany pay order or bank draft of the 5% of the proposed bid as earnest money in favor Sindh Madressatul islam University, Karachi. The earnest money is refundable to unsuccessful bidder but will be confiscated in case of bidder backs out of fails to abide by any condition of the agreement.

16. Conditional offers will not be entertained.

17. Successful bidder will enter into agreement for operation of point busses for a period of 11 months, which can be mutually extended.

18. The University reserved the right to accept or reject any or all Bids / Tenders in terms of SPPRA Rules-2010 (amended 2013).

19. Rout permit validity of every bus will be the responsibility of University.

20. Each bidder is required to fill up/ quote the rate for all routes for buses/points. i.e coaster 20-25 seats, buses 50-60 seats, incomplete tender or partially coated tender shall be reject.

All terms & conditions must be complied with.

**Executive Engineer**

**Architect**

**TECHNICAL EVALUATION CRITERIA**  
**For Dedicated ( ) Busses / Points Services for Sindh Madressatul**  
**Islam University, Karachi.**

S.NO	Evaluation Criteria	Maximum Points	Marks
I.	Name of the firm and complete data	05 Marks	
II.	Legal status of the firm, organization structure and nature of business, etc.	10 Marks	
III.	List of similar services provided to public sector organizations including details of the services currently in operation.	10 Marks	
IV.	Generic details of the interested party to undertake the services, which, inter-alia may include details pertaining of Financing requirements and arrangements etc. Administrative and implementation approach for the services etc.	10 Marks	
V.	A certificate / affidavit that the firm (or consortium) is not black listed by and Government / Semi-Government / Autonomous Body etc., and is not involved in any kind of insolvency litigation.	10 Marks	
VI.	Last three years audited financial statements.	10Marks	
VII.	Key professional staff qualifications. (If a proposed professional does not meets the minimum qualification, he / she shall be given 0 points)	10 Marks	
VIII.	Company staff list workshop / etc.	10 Marks	
IX.	Fitness of vehicle by Govt: of Sindh	10 Marks	
X.	Registration with GST/SRB/Sales/Income Tax Department	15 Marks	
XI.	<b>Total Points</b>	<b>100</b>	

## Bid Data Sheet

The following specific data for “**BUSSES / POINTS SERVICES FOR PICK & DROP FACILITY TO THE STUDENTS OF SINDH MADRESSATUL ISLAM UNIVERSITY, KARACHI**” the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>INTRODUCTION</b>	
<b>ITB 1</b>	<b>Name of Procuring Agency:</b> Sindh Madreesatul Islam University, Karachi. Telephone No. +92 21 99217501-3-15 Ext- 16 Fax: +92 21 99217504.
<b>ITB 2</b>	<b>Name of Contract.</b> “ <i>BUSSES / POINTS SERVICES FOR PICK &amp; DROP FACILITY TO THE STUDENTS SINDH MADRESSATUL ISLAM UNIVERSITY, KARACHI</i> ”
<b>Bid Price and Currency</b>	
<b>ITB 3</b>	Prices quoted by the Bidder shall be “ <i>fixed</i> ” and in “ <i>Pak Rupees</i> ”
<b>Preparation and Submission of Bids</b>	
<b>ITB 4</b>	<p><i>Selection Criteria / Responsiveness Criteria:</i></p> <ol style="list-style-type: none"> <li>1. Bidder should be a Pakistani Company OR a branch office of a Multinational Corporation.</li> <li>2. Having local presence in Karachi.</li> <li>3. Comply with criteria mentioned in bidding documents.</li> <li>4. Bidder should have experience at least in 5 Public Sector / Institutions.</li> <li>5. Repair and maintenance of the proposed vehicles should be provided by bidder.</li> <li>6. The bidder must have at least 05 years of experience in Busses / Points Services.</li> <li>7. Latest Income Tax Certificate (NTN).</li> </ol>
<b>ITB 5</b>	<b>Amount of bid security. 5% of Bid</b>
<b>ITB 6</b>	<b>Bid validity period. 90 days</b>
<b>ITB 7</b>	<b>Number of copies. One original Only</b>
<b>ITB 8</b>	<b>Amount of Performance Guarantee of @ 5% for Bid successful Bidder</b>
<b>ITB 9</b>	<b>Deadline for bid submission. 15.12.2015 at 2.00 PM</b>
<b>ITB 10</b>	<b>Bid Evaluation: Lowest evaluated bid</b>

**Part-VII  
SAMPLE FORMS**

**Form-I**

**Letter of Acceptance**

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

To:

Executive Engineer,  
Sindh Madreesatul Islam University,  
Karachi,

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the required services in conformity with the said bidding documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to Five (5) percent of the Contract Price/Pay order for the due performance of the Contract, in the form prescribed by the University.

We agree to abide by this Bid for a period of 15 days from the date fixed for Bid opening under Clause 10 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2015 \_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Form-II**

**Contract Form**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ between *Sindh Madreesatul Islam University, Karachi*. (hereinafter called "the Procuring agency") of the one part and [name of Provider] of [city and country of Provider] (hereinafter called "the Provider") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., *BUSSES / POINTS SERVICES FOR PICK & DROP FACILITY TO THE STUDENTS OF SINDH MADRESSATUL ISLAM UNIVERSITY, KARACHI* and has accepted a bid by the services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications.
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring agency's Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Provider as hereinafter mentioned, the Provider hereby covenants with the Procuring agency to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Provider in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)



**Form-III**

**Performance Security Form**

To:

**Executive Engineer  
Sindh Madressatul Islam University,  
Karachi.**

WHEREAS *[name of Provider]* (hereinafter called "the Provider") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 2015 \_\_\_\_\_ to Provide *[description of goods and services]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Provider's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Provider a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Provider, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*

**BILL OF QUANTITY**

<b>S No.</b>	<b>DESCRIPTION</b>	<b>TYPE OF VEHICLE.</b>	<b>UNIT.</b>	<b>Rate (Rs.)</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>	<b>(iv)</b>	<b>(v)</b>
1	STUDENTS PICK AND DROP <b>ROUTE NO 1</b> ( list attached)	a) 50-60 seats bus	Per Day	
		b)20-25 seats coaster		
2	STUDENTS PICK AND DROP <b>ROUTE NO 2</b> ( list attached)	a) 50-60 seats bus	Per Day	
		b)20-25 seats coaster		
3	STUDENTS PICK AND DROP <b>ROUTE NO 3</b> ( list attached)	a) 50-60 seats bus	Per Day	
		b)20-25 seats coaster		
4	STUDENTS PICK AND DROP <b>ROUTE NO 4</b> ( list attached)	a) 50-60 seats bus	Per Day	
		b)20-25 seats coaster		
5	STUDENTS PICK AND DROP <b>ROUTE NO 5</b> ( list attached)	a) 50-60 seats bus	Per Day	
		b)20-25 seats coaster		
6	STUDENTS PICK AND DROP <b>ROUTE NO 6</b> ( list attached)	a) 50-60 seats bus	Per Day	
		b)20-25 seats coaster		
7	STUDENTS PICK AND DROP <b>ROUTE NO 7</b> ( list attached)	a) 50-60 seats bus	Per Day	
		b)20-25 seats coaster		
8	STUDENTS PICK AND DROP <b>ROUTE NO 8</b> ( list attached)	a) 50-60 seats bus	Per Day	
		b)20-25 seats coaster		
9	STUDENTS PICK AND DROP <b>ROUTE NO 9</b> ( list attached)	a) 50-60 seats bus	Per Day	
		b)20-25 seats coaster		
10	STUDENTS PICK AND DROP <b>ROUTE NO 10</b> ( list attached)	a) 50-60 seats bus	Per Day	
		b)20-25 seats coaster		
11	ANY OTHER ROUTE WITH IN PREMISIS OF KARACHI <b>ROUTE NO 11</b>	a) 50-60 seats bus	Per Kilometer	
		b)20-25 seats coaster		
GRAND TOTAL				