



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

Ref. # IBA-MC/PD/TR/217/0107/2017-18

December 21, 2017

Manager (Enforcement-II)  
Sindh Public Procurement Regulatory Authority  
Govt. of Sindh  
Block-8, Sindh Secretariat No. 4-A  
Court Road  
Karachi.

**Subject : Submission of Letter of Award & Contract Evaluation Form**

Please find following Documents to be floated on SPPRA website.

**1. Tender # TR/01/17-18**

Caption: Hiring of Transport Services for Skill Development Project

**SPPRA Serial # 34502**

**Report ID # 2880/2017**

- a. Contract Evaluation Form duly Signed
- b. Letter of Award / Work Order
- c. Form of Contract / Agreement
- d. Bill of Quantities / Schedule of Requirements

Submitted, please

**Muhammad Hanif**  
Sr. Purchase Executive

SPPRA INWARD DIARY  
NO : 3801  
DATED : 21-12-17

# SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

## CONTRACT EVALUATION FORM

### TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- 1) NAME OF THE ORGANIZATION / DEPTT. Institute of Business Administration, Karachi
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Local Govt
- 3) TITLE OF CONTRACT Services
- 4) TENDER NUMBER Tender # TR/01/17-18
- 5) BRIEF DESCRIPTION OF CONTRACT Hiring of Transport Services for Skill Development Project
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE Rs.1,000,000/-
- 8) ENGINEER'S ESTIMATE (For civil works only) NA
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 6 Months
- 10) TENDER OPENED ON (DATE & TIME) October 16, 2017 (3:30 pm)
- 11) NUMBER OF TENDER DOCUMENTS SOLD TWO  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED ONE
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS ONE
- 14) BID EVALUATION REPORT (Enclose a copy) Copy Enclosed
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s Dawood Rent A Car
- 16) CONTRACT AWARD PRICE Rs.900,000/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID). M/s Dawood Rent A Car

18) METHOD OF PROCUREMENT USED :- (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE  Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE  Domestic
- c) TWO STAGE BIDDING PROCEDURE
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS:

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT Procurement Committee

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

i) SPPRA Website  
(If yes, give date and SPPRA Identification No.)

Yes	November 28, 2017 and SPPRA ID # 2880/2017
No	

ii) News Papers  
(If yes, give names of newspapers and dates)

Yes	Express, Ausaf & Waka on September 25, 2017
No	

22) NATURE OF CONTRACT

Domestic/ Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT?

(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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31) ANY COMPLAINTS RECEIVED  
(If yes, result thereof)

Yes	
No	✓

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS  
(If yes, give details)

Yes	
No	✓

33) WAS THE EXTENSION MADE IN RESPONSE TIME?  
(If yes, give reasons)

Yes	
No	✓

34) DEVIATION FROM QUALIFICATION CRITERIA  
(If yes, give detailed reasons.)

Yes	
No	✓

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT  
BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE  
SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO  
BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:  
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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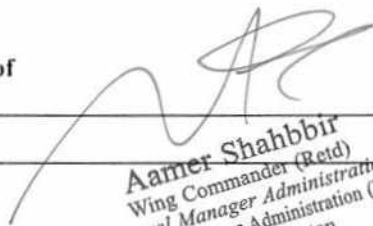
37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN  
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

Yes	
No	✓

Signature & Official Stamp of  
Authorized Officer



**FOR OFFICE USE ONLY**

**Aamer Shahbbir**  
Wing Commander (Retd)  
General Manager Administration  
Institute of Business Administration (IBA),  
Karachi, Pakistan


**SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi**  
Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

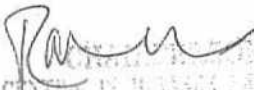
## Bid Evaluation Report

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: TR/01/17-18
3. Tender Description/Name of work/item: Hiring of Transport Services for Skill Development Project
4. Method of Procurement: Single Stage Single Envelope
5. Tender Published: September 25, 2017 on IBA & SPPRA web site Serial # 34502  
*Print & Electronic Media (SPPRA ID No. & News papers names with dates)*
6. Total Bid documents Sold; 02 suppliers have collected Tender Documents
7. Total Bids Received: 01
8. Technical Bid Opening date: (if applicable) NA *(Provide details in separate form)*
9. No. of Bid technically qualified (if applicable): NA
10. Bid(s) Rejected: NA
11. Financial Bid Opening date: October 16, 2017
12. Bid Evaluation Report:

S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejection	Remarks
0	1	2	3	4	5	6
1.	M/s Dawood Rent A Car	Rs.900,000.00	Responsive Bidder	Rs. 1,000,000.00	Accepted, due to responsive bidder. Comparative Sheet Attached.	
2.						
3.						

Signatures of the Central Purchase Committee, Members

  
 MEMBER  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI  
 Syed Jehanzeb  
 Manager Finance  
 IBA

  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI  
 Dr. Rameez Khalid  
 Assistant Professor  
 IBA

  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI  
 Hazi Qureshi  
 PPA Advisor  
 HET



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

## **LIST OF BUYERS**

**Tender #** TR/01/17-18

**Caption:** Hiring of Transport Services for Skill Development Project

**Number of Tender Documents Sold:** 02

<b>Sr #</b>	<b>List of Buyers</b>
1.	M/s. Dawood Rent A Car
2.	M/s. Shahid Transport

*Letter of Award*

## Work Order

Approval Status: Approved

IBA Karachi  
IBA MAIN CAMPUS  
KARACHI  
Pakistan

Purchase Order IBA-0000000083	Issue Date 18, December, 2017
Payment Terms 30 Days	Ship Via ROAD
Buyer Purchase Department	Phone +922138104700 Ext 2150, 2152
Requestor Department Administration	Currency PKR

Supplier: V00547  
Dawood Rent  
A Car  
Karachi  
Karachi  
Pakistan

Ship To: Store, IBA Main Campus, University Road

Bill To: Purchase Department, IBA Main Campus  
University Road, Karachi  
Pakistan

S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
1	<p>VEHICLE RENTAL SERVICES SKILL DEVELOPMENT PROJECT (QEC) M/S. DAWOOD RENT A CAR</p> <p>SALOON CAR 1300 CC (AIR CONDITIONED) HONDA CITY KARACHI TO THARPARKAR DISTT. &amp; THARPARKAR DISTT. TO KARACHI QUANTITY 01 CAR WITH DRIVER</p> <p>REGISTRATION # AYM-633 VEHICLE MAKE HONDA CITY MODEL 2010-122012 REGISTRATION YEAR 21-NOV-12 CHASIS # NFBGM1545CR131178 ENGINE # LI3214421115 ENGINE POWER 1300CC SEATING CAPACITY 4 4 PASSENGERS INCLUDING THE DRIVER</p> <p>RENT PER MONTH (RS.) RS. 75,000.00 RENT PER MONTH X 6 MONTHS = AMOUNT (RS.) RS. 450,000.00</p>	1.00 EA	900000.00	900000	16-June-17

*50*

## Work Order

S. No.	Item / Description Specification	Qty. (UOM)	PO Price	Extended Amount	Delivery Date
	<p>JEEP 4 X 4 (AIR CONDITIONED) 2000 CC TO 3000 CC ONLY PLY FOR THARPARKAR DISTT. QUANTITY 01 JEEP WITH DRIVER</p> <p>REGISTRATION # BC-0168 VEHICLE MAKE PAJERO MODEL 1990 TO 2000 1990 REGISTRATION YEAR 8-MAR-90 CHASIS # CL049WLJ400729 ENGINE # 4056CE-2402 ENGINE POWER 2477 CC SEATING CAPACITY 4 4 PASSENGERS INCLUDING THE DRIVER</p> <p>RENT PER MONTH (RS.) RS. 75,000.00 RENT PER MONTH X 6 MONTHS = AMOUNT (RS.) RS. 450,000.00 RENT PER MONTH X 6 MONTHS = TOTAL AMOUNT (RS.) RS. 900,000.00</p>				

**Total:** 900000

**0% GST:** Inclusive All Taxes

**Total PO Amount:** 900000.00

**Amount in Words:** Nine Lakh Only.

**Terms & Conditions:**

1. We reserve the right to cancel any or all the above items if services is not in accordance with our specification or if the delivery is delayed.
2. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
3. General Sales Tax will be paid on applicable items only.
4. Liquidity damages at the rate of 2% per month on actual will be imposed on delayed delivery.
5. The rate / item cost is final and no change what so ever will be accepted.
6. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
7. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
8. Invoice / bill, Purchase Order & Delivery Challan should be submitted to Purchase Department.
9. Advance Payment subject to Bank Guarantee
10. All rights reserved with IBA. No part or the logo can be printed / copies / transferred in any form





## Work Order

without the permission of the IBA authority.

11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
12. Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
13. The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
14. All terms and conditions of tender will be the integral part of this agreement and can't be revoked.
15. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis.
16. The Client, shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver including Round Trip, maintenance etc. The Service Provider will pay Vehicle / Road Tax and challans to any limit. Fuel & Toll Tax is the responsibility of the Client
17. Agreed rate as per agreement will not revise during the agreement period.
18. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the Service Provider.
19. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Client would have a right to hire a vehicle from the market and the additional cost incurred the client will be borne by the Service Provider.
20. Generally, Vehicle should be utilized during the period from 08:00 hours to 21:00 hours; however, the vehicle will be utilized for preventive work or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day as desired by the Client. The vehicle and the driver should not be changed unless requested by the Client.
21. The Service Provider would ensure that the drivers employed have valid driving license of four wheel vehicle. The vehicle should be registered with the concerned authority of Central/State Govt. The Service Provider shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. The driver should be able to communicate and write in Urdu/Sindhi.
22. The Service Provider should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition, for which no separate payment shall be made. Driver should be familiar with local routes and destinations including Tharparkar District.
23. As regard vehicle timings, the Service Provider will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Client.
24. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be counter signed by Client regularly for scrutiny.
25. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle immediately of same make & model. In case,

## Work Order

the substitute vehicle does not report on time/does not report at all, the Client would have the right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Service Provider.

26. In case of failure of the Services in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the Service Provider's bill without any notice.
27. The vehicle should be available/may be used for running in Karachi as well Outside Karachi including Tharparkar District as and when the Clients so desires.
28. The billing will be made on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to Client Finance office in the 1<sup>st</sup> week of the following month with Satisfactory Note of the Client.
29. In case of any accident, all the claims arising out of it shall be met by the Service Provider.
30. The Service Provider should approach the Client in case of any assistance or difficulty.
31. The Client will do physical verification of vehicles before entering into the contract. Also, the Client will interact with drivers for general awareness and knowledge about common routes in Karachi and Tharparkar District.
32. The Client is not bound to accept any quotation, nor award a contract/Work Order, nor be responsible for any costs associated with a Service Provider's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
33. Service Provider is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm /agencies / department etc.
34. Firms / Companies must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.
35. Boarding & Lodging of the Driver(s) will be the responsibility of the Client without prejudice of public interest.
36. The contract may be valid for six (6) months and extendable with mutual consent. However, reviewed shall be made on every six month.



Sr. Manager Purchase & Stores

Dec 18/17



Gen. Manager Administration



**IISH AHMAD STAMP VENDOR**  
 Lic No 29, Suit No 223, 11th Floor,  
 Taha Plaza, City Courts, Karachi

**12 DEC 2017**

18296-SE  
 PRESS  
 Malik Muhammad Ishaq  
 Ad. No. 1878 H.C  
 ATTACHED  
 VENDOR'S SIGNATURE



**AGREEMENT**

THIS AGREEMENT is executed at KARACHI, on this day December 14<sup>th</sup>, 2017.

**BETWEEN**

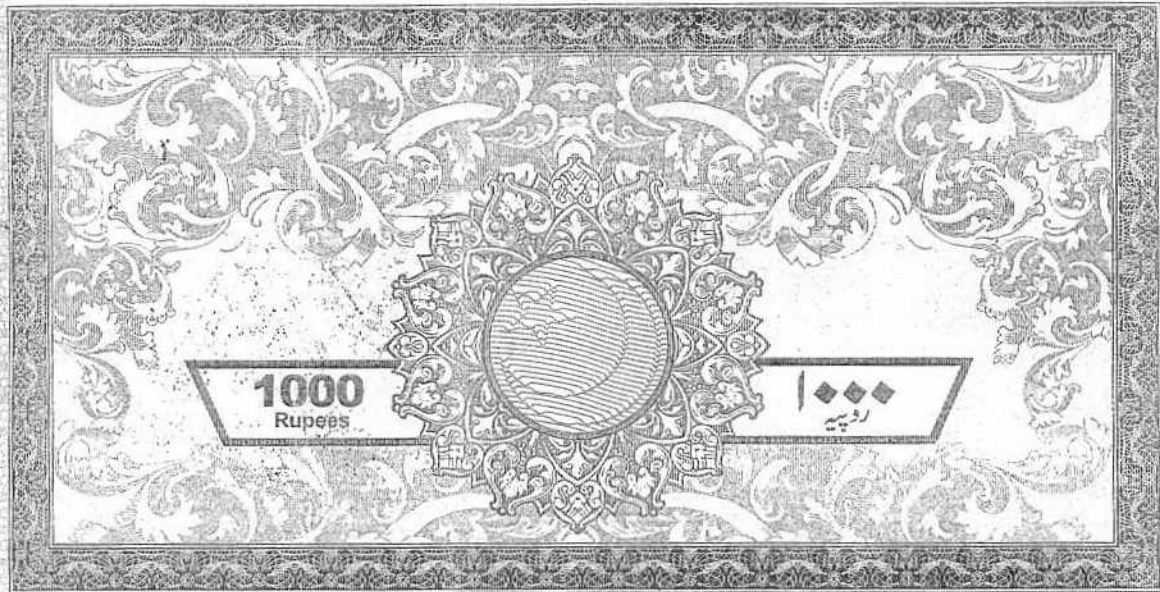
**M/s Institute of Business Administration, Karachi** through its Registrar, located at **Main Campus, University Road, Karachi**, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the **FIRST PART**.

**AND**

**M/s Dawood Rent A Car**, having its office at **House 506, Sector-C, Bhitai Colony Korangi, Carsing Karachi**, hereinafter referred to as "THE CONTRACTOR" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor **Mr. Dawood Liaquat**, holding CNIC No. 425018399157-3 on the **SECOND PART**.

**WHEREAS** "IBA" intends to obtain Transport Services for Skill Development Project jobs/works as assigned in accordance to the tender vide # TR/01/17-18 at IBA, Karachi at the cost of **Rs.900,000.00 Inclusive all taxes**. The basis with the works/jobs of items as per tender vide # TR/01/17-18 (IBA requirement) discussions in respect of the same as per determination of scope of works will be held with Assistant Professor, Director QEC & Sr. Manager Procurement & Stores and "THE CONTRACTOR" have offered to render all kind of works/jobs (including but not limited to the "works/jobs mentioned in Work Order") of the proposed works up to the satisfaction & handing over the project to the "IBA" having accepted the offer in finished form complete in all respect.

**NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:**



ANISH AHMAD STAMP VENDOR

V. 1st Fl. No. 4 Suit No. 223, 11nd Floor,  
Fah City Courts, Karachi

o 18900 DATE.....

Malik Muhammad Ishaq  
Advocate L/No.1878 H.C

JE NO. ... ATTACHED

MP VENDOR'S SIGNATURE

14 DEC 2017



WITNESSETH

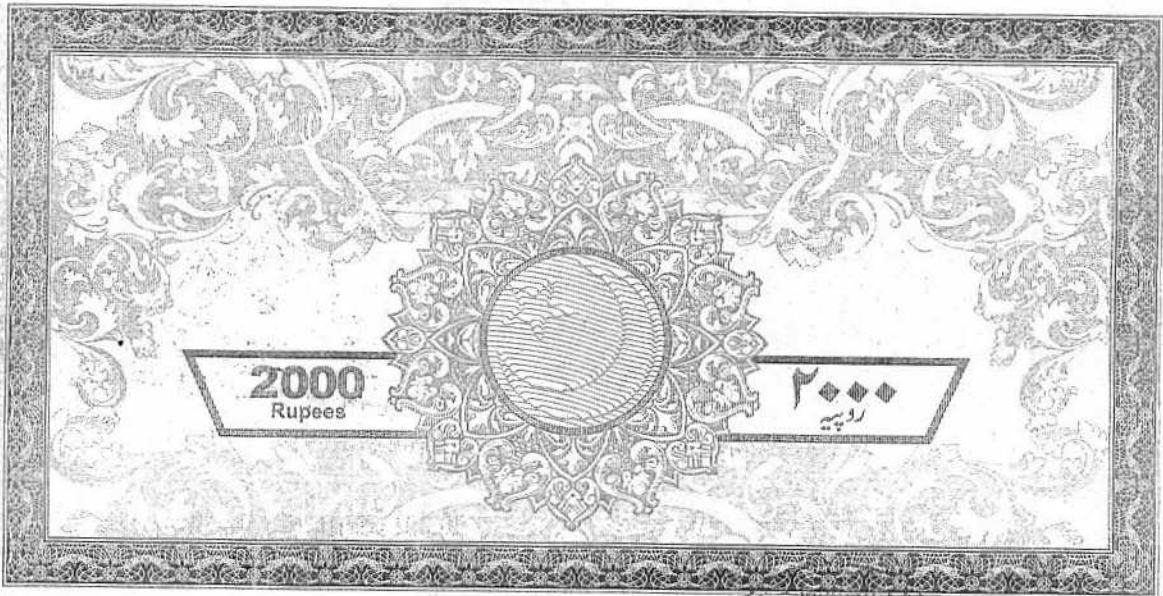
ATTESTED

"IBA" hereby offer to appoint "THE CONTRACTOR" as their official work executor for the specific purpose of "Transport Services for Skill Development Project" in respect of the same with "IBA" as per the determination of scope of works/jobs on suitable scale with any/all other relevant details. "THE CONTRACTOR" hereby agree to the offer the "IBA" in acceptance of the terms & conditions here in below forth. However, the terms and conditions of the tender document vide # TR/01/17-18 would be integral part of this agreement.

#### Article I

#### DUTIES & SCOPE OF WORK & AGREEMENT

- 1.1 This Agreement includes, the "Transport Services for Skill Development Project", discussions with "IBA" as per determination of scope of work & time line to suitable scale with any/all other relevant details to "IBA".
- 1.2 All services must be executed on which the delivery/work execution, quantity, quality & specs are specified. Non-compliance with this condition renders the goods/services/works liable to non-acceptance.
- 1.3 The period of Execution will identify on Contract Agreement for SIX months extendable with mutual corise it.
- 1.4 The Contractor must ensure, in case of break down / accident / mishap / challan / strike / bad weather etc, to drop the commuter on the time and place as specified accordingly.
- 1.5 Liquidity damage will be imposed due to delayed in timing & if deemed necessary termination of the contract may be awarded in the interest of commuter prejuidice.
- 1.6 Maintenance and up keep of the vehicle(s) is the sole responsibility of the contractor.

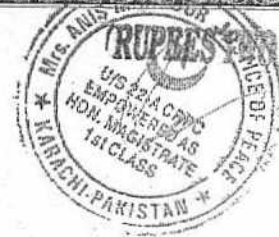


2 DEC 2017  
 FAR MUSSAI  
 ficio Vendor

DANISH AHMAD STAMP VENDOR  
 S.V. Lic. No. 29, Suit No. 223, IInd Floor,  
 Tolly Gunge, City Courts, Karachi

14 DEC 2017

No. 1898 DATE  
 SYED KHAWAR MEHBOOB  
 Adjudicate  
 Ledger No. 17149 - LC  
 ATTACHED  
 AMP VENDOR'S SIGNATURE



THOUSAND ONLY

ATTESTED

- 1.7 The Contractor will pay, in any form, for parts, tax, challans, wages, maintenance, rent and insurance etc.. Client is liable to pay only the contract amount to the Contractor if the service provided by contractor found satisfactory.
- 1.8 Payment will be paid after deduction of withholding Tax as per government regulations.
- 1.9 Client reserve the right to cancel any or all the items if job is not in accordance with our specification or if the completion of services is delayed.
- 1.20 At any stage if the Contractor found to bypass any condition(s) of the agreement, the contract will be terminated immediately and the payment(s) will be confiscated in favor of the Client. The decision of the Client will be final and should be abided by the Contractor and the client. That upon termination of this agreement the agency shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises from the time to time.
- 1.21 Invoice / bill should be submitted to Procurement & Stores Department with Satisfactory Note of the Client.
- 1.22 Advance Payment subject to Bank Guarantee.
- 1.23 Inspection of vehicles will be carried on specified dates & communicated to the Contractor accordingly. Only those vehicles will ply for pick & drop services which are passed by Client after inspection. Vehicle(s) can't be changed / replaced without prior permission of the client authority.
- 1.24 No Sub-letting is allowed during contract period.
- 1.25 Vehicle(s) should be registered in the name of Proprietor / Partner / Company. (witness / proof must be attached / provided)

1.26 There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis.

1.27 Agreed rate as per agreement will not revise during the agreement period.

1.28 The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the Contractor.

1.29 In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Client would have a right to hire a vehicle from the market and the additional cost incurred the client will be borne by the Contractor.

1.30 Generally, Vehicle should be utilized during the period from 08:00 hours to 21:00 hours; however, the vehicle will be utilized for preventive work or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day as desired by the Client. The vehicle and the driver should not be changed unless requested by the Client.

1.31 The Contractor would ensure that the drivers employed have valid driving license of four wheel vehicle. The vehicle should be registered with the concerned authority of Central/State Govt. The Contractor shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. The driver should be able to communicate and write in Urdu/Sindhi

1.32 The Contractor should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition, for which no separate payment shall be made. Driver should be familiar with local routes and destinations including Tharparkar District.

1.33 As regard vehicle timings, the Contractor will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Client.

1.34 A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be counter signed by Client regularly for scrutiny.

1.35 In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Contractor to provide a substitute vehicle immediately of same make & model. In case, the substitute vehicle does not report on time/does not report at all, the Client would have the right to hire a vehicle form the market and the additional cost incurred by the customer will be borne by the Contractor.



ATTESTED

1.36 In case of failure of the Services in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the Contractor's bill without any notice.

1.37 The vehicle should be available/may be used for running in Karachi as well Outside Karachi including Tharparkar District as and when the Clients so desires.

1.38 The billing will be made on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to Procurement & Stores office in the 1st week of the following month with Satisfactory Note of the Client.

1.39 In case of any accident, all the claims arising out of it shall be met by the Contractor.

1.40 The Contractor should approach the Client in case of any assistance or difficulty.

1.41 The Client will do physical verification of vehicles before entering into the contract. Also, the Client will interact with drivers for general awareness and knowledge about common routes in Karachi and Tharparkar District.

1.42 The Client is not bound to accept any quotation, nor award a contract/Work Order, nor be responsible for any costs associated with a Contractor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

1.43 Firms / Companies must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.

1.44 Boarding & Lodging of the Driver(s) will be the responsibility of the Client without prejudice of public interest.

1.45 The contract may be valid for six (6) months and extendable with mutual consent. However, reviewed shall be made on every six month.

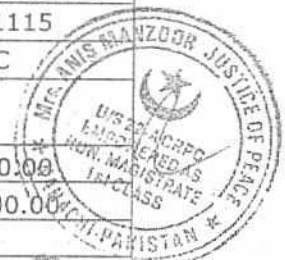
## Article II **REMUNERATION**

2.1 The cost offered by the Contractor is Rs. 900,000.00 (inclusive of all taxes) vide tender # TR/01/17-18 for six months.

2.2 This Agreement includes, the "Transport Services for Skill Development Project", as per "IBA" requirement mentioned in Tender BoQ.



M/s Dawood Rent A Car	
Saloon Car 1300 cc (Air Conditioned)	
Toyota Corolla XLI / Honda City or equivalent	
Karachi to Tharparkar Distt. &	
Tharparkar Distt. to Karachi	
Quantity	01 Car with Driver
Registration #	Aym-633
Vehicle Make	Honda City
Model 2010-12	2012
Registration Year	21-Nov-12
Chasis #	NFBGM1545CR131178
Engine #	LI3Z14421115
Engine Power	1300CC
Seating Capacity	4
4 Passengers including the Driver	
Rent per Month (Rs.)	Rs. 75,000.00
Rent per Month x 6 Months = Amount (Rs.)	Rs. 450,000.00
Jeep 4 x 4 (Air Conditioned)	
2000 CC to 3000 CC	
Only ply for Tharparkar Distt.	
Quantity	01 Jeep with Driver
Registration #	BC-0168
Vehicle Make	PAJERO
Model 1990 to 2000	1990
Registration Year	8-Mar-90
Chasis #	CL049WLJ400729
Engine #	4056CE-2402
Engine Power	2477 CC
Seating Capacity	4
4 Passengers including the Driver	
Rent per Month (Rs.)	Rs. 75,000.00
Rent per Month x 6 Months = Amount (Rs.)	Rs. 450,000.00
<b>Rent per Month x 6 Months = Total Amount (Rs.)</b>	<b>Rs. 900,000.00</b>



**ATTESTED**

- 2.3 The Client, shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver including Round Trip, maintenance etc. The Contractor will pay Vehicle / Road Tax and challans to any limit. Fuel & Toll Tax is the responsibility of the Client
- 2.4 Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- 2.5 All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.



- 2.6 Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- 2.7 All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- 2.8 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by M/s Dawood Rent A Car as per SRO/Notification.
- 2.9 A liquidity damages @ 2% per month, of the total agreed payment, of the total cost due to delayed in timing & if deemed necessary termination of the contract may be awarded in the interest of commutator prejudice.

**Article III**  
**ARBITRATION**

- 3.1 In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the "THE CONTRACTOR" for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

**Article IV**  
**TERMINATION**

- 4.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at anytime after issuing a 15 day's notice.

Client reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

**Article V**  
**INDEMNITY**

- 5.1 "The Contractor" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "The Contractor", as a result of any defect in the title of IBA or any fault, neglect or omission by the "The Contractor" which disturbs or damage the reputation, quality or the standard of Transport Services provided to "IBA" and any person claiming through the IBA.

**Article VI**  
**NOTICE**

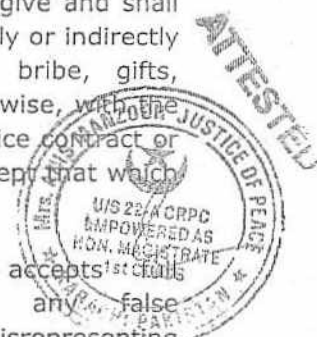
- 6.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.



ATTESTED

**Article VII**  
**INTEGRITY PACT**

- 7.1 Its intention not to obtain the work of any contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- 7.2 Without limiting the generality of the foregoing the contractor/ manufacturer / supplier / distributor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- 7.3 The contractor/ manufacturer/supplier/distributor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA
- 7.4 Notwithstanding any right and remedies exercised by the IBA in this regard, manufacturer/supplier/distributor agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the contractor as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.



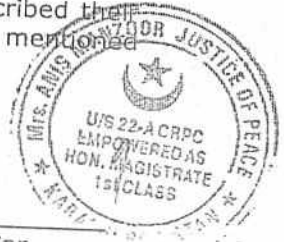
**Article VIII:**  
**MISCELLANEOUS**

- 8.1 Competent Authority reserves the right to change / alter / remove any item or reduce / enhance quantity without assigning any reason.
- 8.4 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
- 8.5 The validity of the contract will be effective from the date of issue of Work Order.
- 8.6 All terms and conditions of tender vide # TR/01/17-18 will be the integral part of this agreement and can't be revoked.
- 8.7 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.

All rules, regulations and policies will be governed in accordance to the SPRA & IBA PP&P.

ATTESTED

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.



Aamer Shabbir Khan  
"IBA"  
NAME: Aamer Shabbir Khan  
CNIC # \_\_\_\_\_  
Address: \_\_\_\_\_  
G. M. Admin Institute of Business  
Administration Main Campus  
University Road, Karachi

Dawood Liaquat  
M/S Dawood Rent A Car  
NAME: Dawood Liaquat  
CNIC # \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: House 506, Sector-C,  
Bhitai Colony Korangi Crossing, Karachi

1. Aneeqa Yasmin  
CNIC # 42501-9059895-3  
Address: House # 735 Bhitai  
Colony Korangi Crossing Karachi

2. NABEEL JAMES  
CNIC# 42501-2688238-3  
Address: Bhitai Colony Korangi  
Crossing C-114 Karachi/31.  
ATTESTED

WRS. ANIS MANZOOK  
JUSTICE OF PEACE  
U/S 22-A, CRPC EMPOWERED  
AS HON. MAGISTRATE 1ST CLASS  
KARACHI-PAKISTAN  
14-12-17

**3. TECHNICAL SPECIFICATION OF VEHICLES**  
**BILL OF QUANTITY**  
**SKILL DEVELOPMENT PROJECT**


**OPTION-I**


A.


	Saloon Car 1300 cc (Air Conditioned) Toyota Corolla XLI / Honda City or equivalent Karachi to Tharparkar Distt. & Tharparkar Distt. to Karachi
Quantity	01 Car with Driver
Registration #	Aym - 633
Vehicle Make	Honda City
Model 2010-12	2012
Registration Year	21/11/12
Chasis #	NFBGM1545CR131178
Engine #	L137.1442115
Engine Power	1300 CC
Seating Capacity 4 Passengers including the Driver	4
Rent per Month (Rs.)	Rs = 75000/-

Rent per Month x 6 Months = Total Amount Rs 75000 x 6 = 450000

Total Amount In words: Four hundred and fifty thousand only.

  
 MEMBER  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI  
 Syed Jehanzeb  
 Manager Finance  
 P.A.

  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI  
 Dr. Raameez Khattak  
 Assistant Professor  
 P.A.

  
 DAWOOD RENT A CAR  
 Dawood  
 Proprietor  
 Page 5 of 16  
 MEMBER (EXTERNAL)  
 CENTRAL PURCHASE COMMITTEE  
 INSTITUTE OF BUSINESS ADMINISTRATION  
 KARACHI  
 Hani Qureshi  
 PPR Adviser  
 HES



BILL OF QUANTITY  
SKILL DEVELOPMENT PROJECT

OPTION-II

A.

	Saloon Car 1300 cc (Air Conditioned) Toyota Corolla XLI / Honda City or equivalent Karachi to Tharparkar Distt. & Tharparkar Distt. to Karachi
Quantity	01 Car with Driver
Registration #	
Vehicle Make	Doesnt Apply
Model 2013 and higher	
Registration Year	
Chasis #	
Engine #	
Engine Power	
Seating Capacity 4 Passengers including the Driver	
Rent per Month (Rs.)	

Rent per Month x 6 Months = Total Amount Rs \_\_\_\_\_

Total Amount In words: \_\_\_\_\_

DAWOOD RENT A CAR  
Stamp  
Signature  
Proprietor



MEMBER  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Yousaf Jehanzeb  
Manager Finance  
IBA



CHIEF PERSON  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Dr. Rameez Khair  
Assistant Professor  
IBA



MEMBER (EXTERNAL)  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Harris Awezmi  
PPRA Advisor  
HES



**BILL OF QUANTITY  
SKILL DEVELOPMENT PROJECT**

**OPTION-I**

B.

	Jeep 4 x 4 (Air Conditioned) 2000 CC to 3000 CC Only ply for Tharparkar Distt.
Quantity	01 Jeep with Driver
Registration #	BC-0168
Vehicle Make	PAJERO
Model 1990 to 2000	1990
Registration Year	08/03/1990
Chasis #	CLO49WLJ400729
Engine #	4056CE-2402
Engine Power	2477 CC
Seating Capacity 4 Passengers including the Driver	04
Rent per Month (Rs.)	Rs = 75000/=

Rent per Month x 6 Months = Total Amount Rs 75000 x 6 = 450000

Total Amount In words: Four hundred Fifty thousand only.

**DAWGOR RENT A CAR**

Stamp &amp; Signature

*Dawgort* Director


*[Signature]*  
MEMBER  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Syed Jehanzeb  
Manager Finance  
IBA

*[Signature]*  
CHAIRPERSON  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Dr. Rameez Khattak  
Assistant Professor  
TRA

*[Signature]*  
MEMBER (INTERNAL)  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Harris Qureshi  
PPRA Advisor  
HES

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**BILL OF QUANTITY  
SKILL DEVELOPMENT PROJECT**

OPTION-II

B.

	Jeep 4 x 4 (Air Conditioned) 2000 CC to 3000 CC Only ply for Tharparkar Distt.
Quantity	01 Jeep with Driver
Registration #	Doesn't Apply
Vehicle Make	
Model 2000 and above	
Registration Year	
Chasis #	
Engine #	
Engine Power	
Seating Capacity 4 Passengers including the Driver	
Rent per Month (Rs.)	

Rent per Month x 6 Months = Total Amount Rs \_\_\_\_\_

Total Amount In words: \_\_\_\_\_

**DAWOOD RENT A CAR**

*Dawood Dawood*  
Proprietor  
Stamp & Signature

*[Signature]*  
MEMBER  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Syed Sehanzeb  
Manager Finance  
IBA

*[Signature]*  
MEMBER  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Dr. Rameez Khalid  
Assistant Professor  
IBA

*[Signature]*  
MEMBER  
CENTRAL PURCHASE COMMITTEE  
INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
Harris Aureshi  
PPRA Advisor  
HES

