



Sindh Rural Support Organization
SRSO Complex, Near Taj Petrol Pump,
Main Shikarpur Road Sukkur
Tel: 071-56271820



**Tender Document
For
Rented Vehicles
Under
Expansion of Union Council Based
Poverty Reduction Program Sindh
Province of Pakistan**

Tender No. SRSO/Tender/SRSO/PU/16-17/001

Bid Details		
1	Date of commencement of Bidding Document	02-06-2017
2	Last date and time for receipt of Bidding Document	19-06-2017 by 3 PM (PST)
3	Date and Time of Bid Opening	19-06-2017 by 3:30 PM(PST)
4	Place of opening of Bids	Committee Hall, Sindh Rural Support Organization, SRSO Complex, Near Taj Petrol Pump, Main Shikarpur Road Sukkur Tel: 071-56271820
5	Address for communication	As Above
6	Contact us:	For information and any clarification please feel free to contact at info@srso.org.pk .

Note: Bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

1. Introduction

Sindh Rural Support Organization (SRSO) is incorporated as a not-for-profit Company Limited by Guarantee, Registered under Section 42 of the Companies Ordinance, 1984. The SRSO is an apex organization at the provincial level for the participatory development and poverty reduction. It has been working in the designated various districts of Sindh. The policy has been endorsed by government to achieve the goals of poverty reduction through community empowerment, skills enhancement, capacity building and development of community supported infrastructure projects, and the provision of support for income generation, enterprise development and financial services.

2. Background

Sindh Rural Support Organization (SRSO) is implementing the project funded by Govt. of Sindh titled "Expansion of Union Council Based Poverty Reduction Programme in seven district of Sindh i.e. Sukkur, Khairpur, Sanghar, Mirpurkhas, Umerkot, Thatta & Badin.

3. Procurement Items

Under the Project, SRSO requires rented vehicles services in above mentioned districts and hereinafter referred as the "SRSO", invites **sealed bids for supply of rented vehicles services for one district or for all districts as per below given details.** Quote the rates per month & daily basis for each vehicle.

S. No	Description	Qty Required.	Work area
1	4x4 Jeep long chassis diesel vehicle in good condition along with driver, without fuel, including Mobil oil and maintenance, having capacity of 12 person	3	Sanghar (01) Umerkot (02)
2	Toyota Corolla or equivalent Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance	7	Khairpur (01) Sukkur (01) Sanghar (01) Mirpurkhas (01) Umarkot(01) Thatta (01) Badin(01) Vehicle may be used on need basis in other operational districts of SRSO.
3	Toyota Hiace 18 Seater, in good condition along with driver, without fuel, including mobile oil and maintenance	27	Khairpur (06) Sanghar (04) Mirpurkhas (05) Umarkot(03) Thatta (04) Badin (05)

4. **Submission of Bid**

- 4.1. All the Bids shall be furnished on Single Stage Two Envelope Procedure (as per SPPRA Rules)
- 4.2. Separate Bid for each district or for all districts with complete details of vehicles like make, model etc should be submitted in the sealed envelope clearly marked as "Bid for Rented vehicles for District Sukkur, Khairpur, Sanghar, Mirpurkhas, Umerkot, Thatta, & Badin". If any service provider wants to offer for all districts then he should send the separate bids for each district.
- 4.3. Prices should be inclusive of all applicable taxes.
- 4.3. The bidders should take care in submitting the bid and ensure that enclosed papers will be properly numbered and submitted in a file in proper manner.
- 4.4. The bids to this tender must be submitted latest by **June 19, 2017, 3:00pm** as per format specified in Annexure A to the point of contact given above. Electronic proposals will not be entertained. Any proposals delivered after due date and time will be considered non-responsive and disqualified from further consideration.
- 4.5. The Bids should be addressed to:

Procurement Department

Sindh Rural Support Organization
SRSO Complex, Near Taj Petrol Pump,
Main Shikarpur Road Sukkur
Tel: 071-56271820.

- 4.6. The SRSO reserves the right for conducting inspection by its own personnel or reputed third parties of the rented vehicles. The selected bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.
- 4.7. The offer will remain **valid for a period of 90 days** from the closing date of the Bid. Any offer falling short of the validity period is liable for rejection. However the vendor should pass on the benefit to the SRSO if there is any price reduction in the meantime.
- 4.8. No offer can be withdrawn by the vendor subsequent to the closing date and time for submission of offers.

5. **Eligibility of the Bidder**

The main criteria for applying to the tender are as follows:

- 5.1 2 years of experience in the provision of rented vehicle services

- 5.2 Preference would be given to the registered tax payer (FBR & SRB)
- 5.3 Vehicles must be in good condition and fully tax paid up to date.
- 5.4 Preference will be given to local vendors.

6. Deliverables

As per details given section 3.

7. Bid Security

All bidders shall furnish bid Security of 2% of quoted price **for one or each district** in the form of Call deposit/Pay Order/Demand Draft in favor of Sindh Rural Support Organization (SRSO). Cheque will not be accepted in any case. After selection of successful bidder, SRSO will return/release the bid security to the unsuccessful bidders. SRSO will forfeit the bid security in following cases.

- If bidders withdraw its bid during opening time of tender.
- If successful bidder withdraw its bid prior to the agreement.

8. Specific Terms & Conditions

- 8.1 Drivers must have at least 5 years experience of driving LTV's motor cars/jeep with valid driving license.
- 8.2 Drivers must be fully conversant with local laws, traffic rules and road conditions of duty area.
- 8.3 Vehicles will be required for 7 days per week including weekends (if required), No extra payment will be paid.
- 8.4 The rate of vehicle should be quoted on monthly & daily basis (without fuel) for the period of 3 months and may be extended up to 6 months.
- 8.5 All repair & maintenance expense will be borne by the service provider which includes (Filters, Oil change, Service) etc.
- 8.6 Vehicles fuel will be provided by Sindh Rural Support Organization as per actual consumption / need.
- 8.7 The driver meal & accommodation will be the responsibility of the service provider.
- 8.8 In critical situation replacements of vehicle & driver (within 24 hrs) will be arranged by the service provider with no exception. In case of failure, Sindh Rural Support Organization will arrange its own hired vehicles and all expenses will be deducted from the service provider as per actual till the time of replacement.
- 8.9 All types of insurance shall be managed by the service provider and all third party expenses will be the service provider responsibility and service provider will ensure to indemnify SRSO from third party liabilities.
- 8.10 All toll taxes and any other fines/penalties/violations tickets will be paid by the service provider.
- 8.11 Vehicle log-books must be maintained and updated by drivers on daily basis and signed by SRSO's authorized person.
- 8.12 Parking of vehicles (on SRSO office premises or otherwise) is sole responsibility of the Service provider.

- 8.13 As per SRSO policy, on road safety First Aid Kits must be available in all vehicles, first aid kit, spare wheel and wheel brace must be carried, and basic tool box, torch, vehicle jack or any other mutually agreed basic tools.
- 8.14 SRSO reserves the right to alter the quantity, if required.
- 8.15 A service agreement will be signed with successful bidder(s) for timely provision of appropriate services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the Service provider.
- 8.16 Sindh Rural Support Organization reserves the right to forfeit the performance security in case of breach of the agreement or failure to provide the vehicles and drivers on quoted prices and terms & conditions.
- 8.17 Tender publication does not constitute any commitment on part of Sindh Rural Support Organization unless a written agreement is signed by both parties.
- 8.18 SRSO reserves the right to cancel/reject any or all offers without assigning any reason.
- 8.19 Exact quantities may vary slightly from estimated numbers.
- 8.20 Lowest price will not be the sole criteria; quality, condition of vehicles, driver qualification, Turnover details of 2 years, delivery time and relevant previous experience will also be considered.

9. General Terms & Conditions

- 9.1. The SRSO does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever.
- 9.2. Successful bidder (s) require to submit performance security of 5% of contract price for each district (Refundable) in favor of Sindh Rural Support Organization
- 9.3. SRSO has the right to split the order in one, two or more service provider (s) depending upon the items being shortlisted.
- 9.4. Company profile including staff and vehicle details (owned by company and leased separately)
- 9.5. Good track-record and references from previous clients including documentary evidence in shape of agreements/contract with other national/international organizations for last two years for similar nature of work.
- 9.6. The SRSO reserves the right to initiate re-tendering without providing any reason whatsoever. The SRSO shall not incur any liability on account of such rejection.
- 9.7. The SRSO reserves the right to modify any terms, conditions, quantity or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- 9.8. Canvassing of any kind will be a disqualification and the SRSO may decide to cancel the bidder from its empanelment.

10. Submission of Bid and required Documents

- 10.1 The offer should be completed in all aspects and incomplete bid (s) will be rejected.
- 10.2 The bidder will provide the affidavit for not having blacklisted from any organization.
- 10.3 Bidders must attach bid security as mentioned in clause 7 of this document.
- 10.4 Bidders must mention the last 2 years turnover along with proof i.e. Returns/bank statements
 - 10.4.1 Covering letter as per Annexure A.
 - 10.4.2 Declaration of eligibility as per Annex B
 - 10.4.3 Bid Security as per clause 7.1
 - 10.4.4 Financial proposal/ bid should be in detail and complying with terms and conditions as per Annexure C.
 - 10.4.5 Copy of valid NTN and SST certificate must be attached.
- 10.5 Once the bid is submitted in sealed cover by the bidder, the SRSO will not accept any addition / alterations / deletions of the Bid. However, the SRSO reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will submit the documentary evidence(s) as required by the SRSO.
- 10.6 Any Bid, submitted with incorrect / false information will be rejected. Further, if any bidder is found to have submitted incorrect / false information at any time, he may be debarred from participation in the future tendering processes.

11. Evaluation Criteria for Bid

S.NO	Criteria	Marks
1	Tax registered (FBR 5 marks, SRB 5 marks)	10
2	Tax filer (Filer 10, Non filer 0)	10
3	Relevant experience (2 marks of each year)	10
4	Turn over (2.5 mark for PKR 500,000/-)	10
5	Vehicle Make / Model (2 marks for latest model)	10

Note: 30 marks out of 50 marks i.e. 30 marks are qualifying marks, if 3 bidders acquired less than qualifying marks then the top three scoring bidders will be considered for financial bidding. The bidders, who will not technically qualify, their financial proposals will be returned back as unopened. Financial bids will be opened publically at the time announced by the SRSO. Agreement shall be signed with selected party(s) on general / specific conditions with mutually agreed on.

- 11.1. The SRSO will scrutinize the offers to determine whether it is completed or errors made in the offer and the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, would be rejected. However, the SRSO, at its sole discretion,

may waive any minor non-conformity or any minor irregularity in an offer. The SRSO reserves the right for such waivers and this shall be binding on all vendors.

11.2. Deviation from specifications / evaluation stipulated may make the offer liable for rejection.

11.3. For proper scrutiny, evaluation and comparison of offers, the SRSO may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

12. Fees and payment Schedule

12.1. No Advance will be allowed in any case.

12.2. Vendor will submit invoice on monthly basis.

12.3. Monthly Payment will be made after the completion of month. Within 1-2 weeks through cross cheque in the name of company.

12.4. All applicable taxes shall be deducted at the source. Tax challan will be provided within 1-2 weeks of the payment.

15. Penalty for Downtime

In case of failure to provide required rented vehicles, Sindh Rural Support Organization will arrange its own hired vehicles and all expenses will be deducted from the service provider as per actual till the time of replacement.

16. Penalty (liquidated damages) for delayed supply of services

In case the delivery is delayed beyond the stipulated date of delivery, 'Liquidated damage for late delivery @ 0.5% of the vehicle monthly rent for each day of delay would be imposed, subject to maximum of 10% if the delay is for 10 days (The liquidated damages will be deducted from the monthly billing amount) if rented vehicles remain delayed more than 10 days then SRSO reserves the right to terminate the agreement.

17. Bid Currency & Language

All prices shall be expressed in Pakistani Rupees only and the language is English / Urdu.

18. Cost of Bidding

The bidder shall bear all the costs associated with the preparation and submission of bid.

19. Bidding Document

19.1 The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Bidding Document.

19.2 No applicant should add, omit, or change any item, term or condition in the original paper.

19.3 If the applicant has any additional terms & conditions this shall be stipulated in a separate letter accompanying the bid.

20. Deadline For Submission of Bids

Bids must be received by the SRSO at the address specified in the Bid Document not later than the specified date and time as mentioned in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the SRSO, the bids will be received up to the appointed time on next working day.

The SRSO may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

21. Confidentiality Statement

All data and information received from SRSO for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to SRSO. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of SRSO. SRSO may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

22. Rejection of the Bid

The Bid is liable to be **rejected** if:

1. The document doesn't bear signature of authorized person.
2. It is received **through** Telegram/Fax/E-mail.
3. If the bid is submitted without the bid security deposit.
4. It is received after **expiry** of the due date and time stipulated for Bid submission.
5. **Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids** not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the SRSO.

23. Modifications and Withdrawal of Bids

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

1. No bid will be modified after the deadline for submission of bids.
2. No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

24. Bid Opening And Evaluation

24.1 The SRSO will open the bids, in the presence of Bidders and their representative(s) if any, authorized by the service provider to attend, at the time, date mentioned in Bid document and at the address mentioned at bidding details.

24.2 The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for SRSO, the bids shall be opened at the appointed time and place on next working days.

- 24.3 Bidders satisfying the technical requirements as determined by the SRSO and accepting the Terms and Conditions of this document shall be short-listed.
- 24.4 Decision of the SRSO in this regard shall be final and binding for the bidders.
- 24.5 The agreement will be awarded only to the successful responsive bidder.
- 24.6 SRSO reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to provide the services.

25. Clarifications Of Bids

To assist in the examination, evaluation and comparison of bids the SRSO may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

26. SRSO's Right To Accept Or Reject Any Bid Or All Bids

The SRSO reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of agreement, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the SRSO's action.

27. Governing Laws And Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

28. Placement Of Order And Acceptance

The vendor shall give acceptance of the order placed on it within 2 days from the date of order, failing which, the SRSO shall have right to cancel the order.

29. Authorized Signatory

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes as required by the SRSO.

Annex A
Bid submission letter format

Date: _____
SRSO/Tender/SRSO/PU/16-17/001

To:
SPO-Procurement
Sindh Rural Support Organization
SRSO Complex, Near Taj Petrol Pump,
Main Shikarpur Road Sukkur
Tel: 071-56271820

Dear Sir:

Having examined the bidding documents including Tender NOs:
SRSO/Tender/SRSO/PU/16-17/001, receipt of which is hereby duly
acknowledged, we, the undersigned, offer to supply and deliver services in
conformity with the said bidding documents for the sum of]
or such other sums as may be ascertained in accordance with the Schedule of
Prices attached herewith and made part of this Bid.

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

We understand that SRSO is not bound to accept the lowest or any bid SRSO
may receive. We certify/confirm that we comply with the eligibility requirements
as per the bidding documents.

Dated this day of 2017.

[Signature & Stamp]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of

Declaration of Eligibility

Annex B

(To be submitted on companies letter head)

Tenderer / Service provider:

I, the undersigned (Name and address of representative)
Representative of

(Name and address of company)

Do hereby affirms that our company/firm/organization is eligible because we;

- Are registered company/firm/organization.
- Are registered with NTN and GST.
- Are not bankrupt or in the process of going bankrupt.
- Have not been convicted for an offense concerning professional conduct.
- Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have fulfilled obligations related to payment of taxes.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in SRSO)
- Were not declared at serious fault of implementation owing to a breach of their contractual obligations
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not on any list of sanctioned parties issued by the Pakistan Government, DFD, USAID, UN agencies, European Union and others.
- Are not blacklisted by any Local/International organization, Government/semi Government department, NGO or any other company/organization.
- Have not been reported for/under litigation for child abuse.

Declared
In the presence of

Declared

(Name &
Signature)

(Company Stamp)

(Name, address)

(Location, date)

Financial Proposal**Annex C****1. Sukkur**

S. No	Description	Qty Required.	Work area	Rate P/Day	Rate P/Month
1	Toyota Corolla or equivalent Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance	1	Sukkur (01) Vehicle may be used on need basis in other operational districts of SRSO.		

2. Khairpur

S. No	Description	Qty Required.	Work area	Rate P/Day	Rate P/Month
1	Toyota Corolla or equivalent Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance	1	Khairpur (01) Vehicle may be used on need basis in other operational districts of SRSO		
2	Toyota Hiace 18 Seater, in good condition along with driver, without fuel, including mobile oil and maintenance	6	Khairpur (06)		

3. Sanghar

S. No	Description	Qty Required	Work area	Rate P/Day	Rate P/Month
1	4x4 Jeep long chassis diesel vehicle in good condition along with driver, without fuel, including Mobil oil and maintenance, having capacity of 12 person	1	Sanghar (01)		
2	Toyota Corolla or equivalent Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance	1	Sanghar (01) Vehicle may be used on need basis in other operational districts of SRSO.		

3	Toyota Hiace 18 Seater, in good condition along with driver, without fuel, including mobile oil and maintenance	4	Sanghar (04)		
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4. Umerkot

S. No	Description	Qty Required.	Work area	Rate P/Day	Rate P/Month
1	4x4 Jeep long chassis diesel vehicle in good condition along with driver, without fuel, including Mobil oil and maintenance, having capacity of 12 person	2	Umerkot (02)		
2	Toyota Corolla or equivalent Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance	1	Mirpurkhas (01) Vehicle may be used on need basis in other operational districts of SRSO.		
3	Toyota Hiace 18 Seater, in good condition along with driver, without fuel, including mobile oil and maintenance	3	Umarkot (03)		

5. Mirpurkhas

S. No	Description	Qty Required.	Work area	Rate P/Day	Rate P/Month
1	Toyota Corolla or equivalent Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance	1	Mirpurkhas (01) Vehicle may be used on need basis in other operational districts of SRSO.		
2	Toyota Hiace 18 Seater, in good condition along with driver, without fuel, including mobile oil and maintenance	5	Mirpurkhas (05)		

6. Thatta

S. No	Description	Qty Required.	Work area	Rate P/Day	Rate P/Month
1	Toyota Corolla or equivalent Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance	1	Thatta (01) Vehicle may be used on need basis in other operational districts of SRSO.		
2	Toyota Hiace 18 Seater, in good condition along with driver, without fuel, including mobile oil and maintenance	4	Thatta (04)		

7. Badin

S. No	Description	Qty Required.	Work area	Rate P/Day	Rate P/Month
1	Toyota Corolla or equivalent Model 2013 and above in good condition along with driver, without fuel, including mobile oil and maintenance	1	Badin(01) Vehicle may be used on need basis in other operational districts of SRSO.		
2	Toyota Hiace 18 Seater, in good condition along with driver, without fuel, including mobile oil and maintenance	5	Badin (05)		