

**Khwaja Fareed University of Engineering &
Information Technology, Rahim Yar Khan**



Tender Document

Tender No. Misc-193

Frame Work Contract for Hiring of Buses on Rent

at

**Khwaja Fareed University of Engineering
& Information Technology
Rahim Yar Khan**

TENDER DOCUMENT

TENDER No. Misc-193

Frame Work Contract for Hiring of Buses on Rent

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 3,000/-

Last date of submission: 03-05-2021

FOR OFFICE USE ONLY

Serial No. _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan intends to “**Frame Work Contract for Hiring of Buses on Rent**” as provided at **Annex ‘A’**. The scope of work includes hiring of non-AC Buses with fuel, repair and maintenance and ancillary staff on rental basis at KFUEIT, Rahim Yar Khan. The buses to be provided for hiring shall not be older than 10 years i.e. the date of original registration of buses not before 2010. The Buses are required for transportation of Students to & from Sadiqabad, Khanpur, Rahim Yar Khan and nearby areas to KFUEIT, Rahim Yar Khan or in any other route as decided by the University. All repairs (Major / Minor) are under the scope of Contractor. Payment of all type of taxes (Income Tax, Punjab Sales Tax, Professional Tax or any other applicable provincial or federal govt taxes applicable) are responsibility of Transport Company/Contractor/Supplier. This document provides complete instructions for bidders intending to participate in this Tender.

2. Instructions for Bidders

2.1. Response to the Tender (Bid) should be submitted in one part which shall include two separately sealed envelopes of **Technical Proposal** and **Financial Proposal** before **12:00 PM** on **03-05-2021**. Technical Proposals will be opened on same day at **12:30 PM** in the presence of representatives of responding Transport Company/Contractor/Supplier, if any, and Financial Proposals will be opened after completion of technical evaluation. The exact time and place for opening of financial proposals will be informed to technically qualified bidders.

2.2. Responding Transport Company/Contractor/Supplier shall deliver two sealed copies of the bid. Each copy being physically separate, bound, sealed and labeled. Proposals shall be delivered at the address given below.

Director Procurement

Procurement Department

**Khwaja Fareed University of Engineering & Information Technology
Abu Dhabi Road, Rahim Yar Khan.**

Tel. # 068-5882460

2.3. All bids must be submitted by filling the **Annex 'B'**. Same should be enclosed in the financial proposal. Transport Company/Contractor/Supplier must use the same numbers and labels used in this Request for Proposal.

2.4. The original Tender Document duly signed and officially sealed by the Transport Company/Contractor/Supplier must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

3. Technical Proposal Format

Transport Company/Contractor/Supplier are required to include the following documents/information in their technical proposals in the order given below:

- i. Profile of company
- ii. List of Previous and Current customers, Purchase Orders of Services with contact person and telephone/fax numbers.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Punjab Revenue Authority Sales Tax on Services Registration Certificate
- v. Bank letter of financial standing /Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Certificate of Fitness, Road Permit and Insurance etc. as applicable
- viii. Detailed item specifications provided by Transport Company/Contractor/Supplier corresponding to the specification as given at **Annex 'A'**
- ix. Signed and stamped Tender document
- x. Bid Security in form of Pay Order/CDR/Demand draft No. _____ Dated _____ from bank _____ attached with technical proposal.

4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Quotation duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price

5. Terms & Conditions

- 5.1. This invitation for bids is open to all registered transport firms/companies in Pakistan for supply. The firms should have registered non-AC Buses not older than 2010 (or Punjab Government Rules in vogue) model bearing certificate of fitness by Motor Vehicle Examiner, expert drivers (bearing valid HTV-PSV license) and experience in providing transport services in reputed institutions.
- 5.2. All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.
- 5.3. All prices should be valid for at least 120 days from date of opening of tender. Any conditional bid or offer made by supplier in its financial bid will not be accepted. Withdrawal or any modification of the original offer within the validity period shall entitle the KFUEIT Rahim Yar Khan to forfeit the Earnest Money in favor of the KFUEIT Rahim Yar Khan and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 5.4. A bank draft equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **KFUEIT Rahim Yar Khan**. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted. Bank draft for Earnest Money should be placed with the Technical proposal.
- 5.5. Earnest Money for Transport Company/Contractor/Supplier not selected will be returned a minimum of two weeks after announcement of award and returned to successful Transport Company/Contractor/Supplier after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.
- 5.6. Performance Guarantee @ 5% amount shall be deducted from every bill of successful bidder. The same will be released at the end of semester after getting satisfactory performance certificate from Transport Department. This practice shall be carried out throughout the currency of contract).
- 5.7. The quantity of an order may vary depending on the quoted prices, allocated funds and requirement of University.
- 5.8. The decision of the KFUEIT central purchase committee will be binding on all concerned and will in no case be challenged in any forum.
- 5.9. KFUEIT Rahim Yar Khan reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.

- 5.10.** Before award of contract, physical inspection of buses shall also be carried out in the University by Transport Inspection Committee.
- 5.11.** Successful bidder(s) will sign frame work contract on stamp paper amounting 0.25% of the total cost enumerating necessary conditions to this effect which will be signed between University & contractor.
- 5.12.** In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.13.** The Buses shall be made available on five days a week from 06:00 am to 08:00 pm excluding of Saturday, Sundays and holidays. If Transport Company/Contractor/Supplier fails to provide the Buses for total period of more than seven (7) days, University shall have the right to terminate the contract.
- 5.14.** It will be the responsibility of the Transport Company/Agency/Contractor/Supplier to ensure that the Buses are registered as per the latest Motor Vehicles Act. The Driver's License, RC Book, Road Permit and other documents should always be available with the driver and shall be produced to the University Authorities on demand.
- 5.15.** The Buses shall also generally carry accessories like tool kit, consumable spares, torch light, first aid box, etc. which are to be arranged by the Transport Company/Agency/Contractor/Supplier. The Buses shall be fitted with “Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan” name and logo Printed on left & right sides of buses.
- 5.16.** The Buses will be kept absolutely in good running condition and the Transport Company/Agency/Contractor/Supplier should maintain the Buses regularly. In the event of non-availability or break down of the Buses, on any account, the Transport Company/Agency/Contractor/Supplier has to provide suitable alternate Bus.
- 5.17.** In case of requisition / seizure of the Buses by RTO or any other authority, it will be the responsibility of the Transport Company/Agency/Contractor/Supplier to get the Buses released. In such case and during such period of requisition / seizure, the Transport Company/Agency/Contractor/Supplier has to arrange alternate Buses.
- 5.18.** In the event of specific requirement, the Buses will be required to be sent for outstation duty/out of City duty also, as per the directions of the University.
- 5.19.** The Transport Company/Agency/Contractor should make arrangements on their own for the stay / accommodation of the driver, so that the latter remains available at duty hours of the

day. The driver should abide by the rules laid down by Transport Authority or any Authority relevant to the subject and should always strictly follow the traffic rules and regulations so as to ensure safety of the passengers. If any penalty is awarded on the Driver for violation of traffic rules it shall be borne by the Transport Company/Agency/Contractor/Supplier.

- 5.20.** The driver shall always be in uniform and shall be courteous, sober and never be under the influence of liquor / intoxicants while on duty and shall avoid over speeding or hazardous driving, ensuring safety and comfort of the passengers.
- 5.21.** In case the Transport Company/Agency/Contractor/Supplier is deputing a substitute Driver, during the leave / absence period of the regular Driver, the particulars related to the substitute Driver along with copy of valid driving license shall also be submitted to the University.
- 5.22.** The driver shall maintain its Performa with signature immediately after performing the duty and make all the entries of the movements of the vehicles on duty and submit it to the Transport Department for verification. The initial meter reading shall be taken before start of duty and shall get terminated when the duty ends.
- 5.23.** The rent of providing buses shall be FIRM and no escalation in price on account of any reason whatsoever will be allowed during the currency of the contract. The rent of buses price shall be inclusive of all types of taxes, duties, levies and service charges. The contractor will provide the fuel mileage average (i.e. Km/Liter) of buses including all taxes on the BOQ form attached as Annex B. The hike or change in fuel price will be dealt as per OGRA rate mentioned on their website. Fueling payments will be made according to the recommended / quoted mileage average running kilometer quoted by the successful Transport Company/Agency/Contractor/Supplier.
- 5.24.** The contract will be for a period of one years, commencing from the date of award /deputing the Buses. However, if the performance of the Transport Company/Agency/Contractor/Supplier is not found to be satisfactory, the University reserves the right to terminate the contract without assigning any reason thereof. In the event of such termination, the Transport Company/Agency/Contractor/Supplier shall have no right to claim for the balance period. Subletting of the contract would not be accepted.
- 5.25.** The monthly bills payable shall be released after deduction of statutory levies and 5% performance guarantee within 30 days from the date of submission of bill in proper form. Company shall submit bus wise bill/ invoice to Transport Office at the close of each month. The bill should contain Fixed rent of buses and fuel consumption in (Km/Liter) as per actual mileage along with Billing Month, Registration No. and number of days served with dates of

the hired buses. Bills/ invoice submitted shall be verified with log book Performa and meter reading by Transport Department and Submit to Treasurer Office. Treasurer shall sanction & disburse the payment to Company through crossed cheque after ensuring codel formalities and tax deductions as per rules applicable. No advance payment will be made to the Transport Company/Agency/Contractor/Supplier.

5.26. Payment of all type of taxes (Income Tax, Punjab Sales Tax, Professional Tax or any other applicable provincial or federal govt taxes applicable) are responsibility of Transport Company/Contractor/Supplier at their own cost.

5.27. For any damage caused to the third party or to the property of the University due to negligence of the driver, the same will be made good by the Transport Company/Agency/Contractor/Supplier at their own cost.

5.28. In the event of failure of the Transport Company/Contractor/Supplier to execute the contract as per the terms & conditions of award, University reserves the right to terminate the contract by giving one month's written notice to the Transport Company/Contractor/Supplier without assigning any reason whatsoever. In case of breach of any of terms and conditions, the Competent Authority will have the right to cancel the work order/contract without assigning any reason thereof, and nothing will be payable by this University in that event and the security deposit in the form of Bank Guarantee/Demand Draft shall be forfeited.

5.29. Parties shall mutually settle disputes related to this contract. If attempts do not yield any results within a period of 30 days, The Vice Chancellor, KFUEIT, Rahim Yar Khan shall be the Competent Authority to resolve dispute(s) related to this contract and his decision shall be final.

5.30. Contractor should press into service only good quality diesel driven Buses with neat interior, noiseless drive and in perfect running condition, as per requirement. The Buses shall always be provided with decent upholstery, clean seat covers, comfortable seat cushions, hand rests, window curtains and other basic fittings /accessories / equipments for maximum comfort of passengers. All items shall invariably be in good working condition.

6. Tender Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex 'C'** for reference. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- a. Technical specifications of proposed item
- b. Company Profile
 - I. Age of the company
 - II. Financial strength of the bidder

Financial Evaluation process will be based on the consideration of the quoted price.

7. Undertaking

7.1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan and shall abide by them.

7.2. I/We also undertake that I/we have understood terms & conditions for providing transport services and shall provide transport services strictly as per prescribed parameters.

7.3. I/We undertake that our company has never been blacklisted by any Govt./Semi-Government/autonomous organization of Federal/Provincial Government(s) etc. No litigation in this regard is pending against our company.

7.4. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.

7.5. On behalf of the company it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document.

Name of bidder.....

Authorized person.....

Authorized signature.....

Stamp.....

Date:

Office Address.....

Tel No

Frame Work Contract for Hiring of Buses on Rent

Sr. No	Item Name	Specifications/Minimum Requirements	Qty.
01	Bus for Students/Staff Members	<ul style="list-style-type: none"> • Non-Air-Conditioned Buses, preferably of latest model having fitness certificate, vehicle inspection report with valid registration book/paid token tax and better technical and operational condition. • Buses will cover distance/area including areas of RYK, SDK Khanpur and nearby areas as per requirement. • Bidder will be liable to provide allotted Buses with fueling Service, driver, helper/cleaner, oil service and other miscellaneous maintenance service of buses. 	17

Frame Work Contract for Hiring of Buses on Rent

(Bid Form)

Sr. No.	Item Name	Unit of Measure	Qty. in Total	Rate per Month (inclusive of all taxes)	Fuel Mileage Average (Km/Liter) (inclusive of all taxes)
01	Fixed Rent Charges for deputing Bus with Fueling Service, Driver, Helper/Cleaner, Oil service and all types of Repair & Maintenance for Non-AC Bus	Each	17		

Note:

1. Special conditions having additional financial implications on the University will not be entertained.
2. The rates quoted shall be inclusive of all taxes and levies.
3. The number of Buses to be hired will be decided based on requirement of University but it will not exceed 17 in total throughout period of contract.
4. Fueling payments will be made according to the recommended / quoted mileage average running kilometer quoted by Successful Transport Company/Agency/Contractor/Supplier.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :

Signature of authorized person

Place :

Full name :

Designation:

Seal:

Company Evaluation Criteria

- i. Profile of company
- ii. List of Previous and Current customers, Purchase Orders of Services with contact person and telephone/fax numbers.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Punjab Revenue Authority Sales Tax on Services Registration Certificate
- v. Bank letter of financial standing /Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Certificate of Fitness, Road Permit and Insurance etc. as applicable
- viii. Detailed item specifications provided by Transport Company/Contractor/Supplier corresponding to the specification as given at **Annex 'A'**
- ix. Signed and stamped Tender document
- x. Bid Security in form of Pay Order/CDR/Demand draft No. _____ Dated _____ from bank _____ attached with technical proposal.

Note: Basic Evaluation Criteria is mandatory to fulfill to qualify for detailed evaluation. Failure to meet and submit all documents related to basic evaluation may lead to disqualification.

2. Detailed Evaluation

(Minimum Passing Score Required is 60 Points for qualifying to Financial Opening)

DETAILED EVALUATION CRITERIA FOR TENDER			
Specifications are available at Annex-A			
Sr. No	Item Name and Description	Marks	Max Marks
1	Past Performance/Experience of the Bidder (Reg. with GST/NTN) Attach copy of all supporting documents	--	10
1.1	1 – 3 year experience	2	--
1.2	4 – 8 year experience	4	--
1.3	9 – 15 years' experience	6	--
1.4	Above 15	10	--
2	Relevant Experience (Attach copy of all supporting documents)	--	10
2.1	1 – 5 years' experience	3	--
2.2	6 – 10 years' experience	6	--
2.3	11 and above year experience	10	--
3	Financial Position/ Status (Attach copy of all supporting documents)	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory) attach original bank certificate indicating financial status	2	--
3.3	Statement Worth (Min 2 m) attach all supporting documents	4	--
4	Repair & Maintenance Services Available (Attach copy of all supporting documents)	--	15
5	Technical Evaluation of quoted items (Attach copy of all supporting documents)	--	55
5.1	Specification matched as provided in Annex-A	30	
5.2	Registration, Certificate of Fitness, Road Permit, Token as applicable	10	
5.3	List of clients / where related services provided	10	
5.4	Satisfactory letter from clients in favour of such services	05	
Total		--	100