



**PUNJAB INDUSTRIAL ESTATES DEVELOPMENT  
AND MANAGEMENT COMPANY**

**ANNUAL FRAMEWORK CONTRACT FOR  
RENTAL VEHICLE SERVICES**

**Closing Date: June 11, 2022**

**PUNJAB INDUSTRIAL ESTATES DEVELOPMENT AND  
MANAGEMENT COMPANY**

**Head Office: Commercial Area (North), Sundar Industrial  
Estate,**

**Sundar – Raiwind Road, Lahore.**

**Contact # 042-35297203-6, 92-42-111-743-743**

# **BIDDING DOCUMENT**

## **ANNUAL FRAMEWORK CONTRACT FOR RENTAL VEHICLE SERVICES**

### 1. **Introduction**

Punjab Industrial Estates Development and Management Company (PIEDMC) was established under Section 42 of the of Companies Ordinance 1984 (now Companies Act 2017) by Govt. of the Punjab to facilitate the industrial growth of Punjab.

### 2. **Purpose**

To select contractor(s) who could provide transport on rental basis for the services of PIEDMC officers under framework contract for the period of one year commencing from the date of signing of agreement between the two parties.

### 3. **Scope of Services**

The contractor (s) is / are to provide following vehicles on rent. The quoted rates must be on the basis of per day / per month with driver(s). Offered rates must be inclusive of all applicable taxes. Year of manufacture of vehicles provided under this contract should be 2021 or above.

<b>S #</b>	<b>Lot #</b>	<b>Make &amp; Model, Capacity</b>
(1)	I	Suzuki Cultus (Manual), VXL
(2)	II	Toyota Yaris, ATIV (1300 CC), (Manual)
(3)	III	Toyota Corolla, Altis Grande (1800 CC) (Automatic)
(4)	IV	Toyota Hilux Rivo V (Automatic) 2.8

### 4. **Period of Contract**

Services will be engaged for the period of 12 months and terminable upon one month's prior notice by either party.

### **Instructions to Bidders:**

5. PIEDMC invites sealed tenders (Technical + Financial) under PPRA Rules 2014, to provide rental vehicles on Framework Contract basis as per Bidding Document, from reputed firms/companies/individuals (hereinafter referred to as "Firm") registered with Sales Tax Department and with valid National Tax Number. As per PPRA Rules 2014, single stage two envelopes bidding procedure shall be adopted. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters

### **Other Terms and Conditions**

6. 6.1 The bidder shall provide the rental services as per requirement (per day (24 hrs.) / per month basis) to client (PIEDMC).
- 6.2 The vehicle (s) will be provided with drivers having valid license(s) and no criminal

record. Character certificate of provided driver (s) issued by the police shall be submitted by the bidder.

- 6.3 The contract will be awarded to the lowest evaluated firm(s) category wise of each lot separately.
- 6.4 Provided vehicles should not have covered more than 50,000 KMs and should have verifiable maintenance history.
- 6.5 Repair & maintenance (minor / major), comprehensive insurance, token engine oil, oil filter and air filters etc. will be the responsibility of contractor (s).
- 6.6 Fuel shall be provided by the client (PIEDMC).
- 6.7 In case the vehicle (s) is / are taken on rent on monthly basis the original registration book (s) should be in the vehicle (s) and its safe custody will be responsibility of driver provided by the contractor.
- 6.8 Bids must be accompanied with bid security Lot-wise separately at the rate as mentioned in each category in below given table and shall be deposited in the form of Bank Guarantee/CDR (valid for one year) from scheduled bank in Pakistan in favour of PIEDMC. Clarification of each category of vehicle are as follows:

- (A) **Vehicles to be taken on Daily Basis:** The below mentioned estimated bid security amount for said category has been calculated on the basis of one vehicle for one day in every month (12 times a year).
- (B) **Vehicles to be taken on Monthly Basis:** The below mentioned estimated bid security amount for said category has been calculated on the basis of one vehicle for twelve months.
- (C) It is further clarified that it will be a framework contract as per Rule 15 of PPRA and client shall take vehicles on rent only on need basis of required category; however, the successful bidder (s) shall be bound to provide the required number of vehicles whenever demanded by the client on decided rates during the period of contract.

S #	Lot No	Bid Security Lot-wise			
		Vehicles taken on 'Daily Basis' (5% of total estimated cost)		Vehicles taken on 'Monthly Basis' (3% of total estimated cost)	
(i)	I	Lot – I 'A'	Rs.4,000/-	Lot-I 'B'	Rs.24,000/-
(ii)	II	Lot – II 'A'	Rs.4,000/-	Lot – II 'B'	Rs.30,000/-
(iii)	III	Lot – III 'A'	Rs.5,500/-	Lot – III 'B'	Rs.36,000/-
(iv)	IV	Lot – IV 'A'	Rs.12,000/-	Lot – IV 'B'	Rs.60,000/-

- 6.9 Failing to provide bid security as per above details, the respective bid will stand non-responsive. Bid security of unsuccessful bidders will be returned after award of contract to successful bidder.
- 6.10 Bid security of successful bidder(s) / Firm(s) shall be retained as 'performance

guarantee' and will be released on completion of contract period. In case the successful bidder fails to provide services in accordance with the contract agreement the amount retained as performance guarantee shall be forfeited.

- 6.11 The vehicle(s) provided under this contract must be 100% functional in all respect i.e. AC, suspension, engine, brakes, etc. central locking system etc. No major accidental history. Client may opt for random vehicle inspection by third party. If third party report is unsatisfactory contractor must replace the vehicle in shortest possible time. (Client will not pay any due rent of said vehicle). In case of any fault contractor is liable to rectify it or replace the vehicle within 12 hours.
- 6.12 The vehicles provided under this tender / contract must be on 'petrol' except vehicle listed at clause 2 (Lot 4) above.
- 6.13 The Rent of vehicle(s) provided under this contract shall remain the same during the currency of this Contract.
- 6.14 The Client will deduct income tax and sales tax or any tax, if applicable, as per prescribed rates of the Government.
- 6.15 The Contract may be revoked by the Client at any time in case of unsatisfactory services or failure to perform services after serving prior warning notice and all payments will be withheld by the Client and moreover, legal action may be initiated against the Firm.
- 6.16 PIEDMC can use the vehicle(s) within or outside the city and will be responsible to pay toll taxes.
- 6.17 All provided vehicle(s) shall be insured. In case of theft, snatching or total loss of the vehicle accident the selected bidder (s) / firm(s) will deal with the insurance company for documentation, depreciation and final claim settlements.
- 6.18 No payment will be made on advance. Payment for vehicle(s) taken on daily basis shall be released within week of submission of bill, however, payment for vehicle(s) taken on monthly basis shall be released within 10 working days of each month upon submission of invoice(s)

## **7. General:**

- 7.1 Bid will remain valid for a period of 120 days from the date of opening the tender.
- 7.2 The cover envelop must indicate particulars of tender and date of opening. The envelopes must be properly sealed.
- 7.3 The Firm must indicate their National Income Tax No. / Sales Tax No./Punjab Sales Tax.
- 7.4 Work Order will be issued by PIEDMC after the approval of Competent Authority.
- 7.5 Contract will be initially for a period of one year starting from the signing of contract which may be extended with mutual consent of both the parties (Client and bidder) for further two years on yearly basis, on mutually agreed terms / conditions and

rent.

7.6 The successful bidder shall be bound to provide required vehicle within three (03) hours after forwarding request by the client.

7.7 During out-station duties boarding / lodging to driver will be provided by PIEDMC.

7.8 No offer shall be considered if:

- a) It is received after the time and date fixed for its receipt
- b) Not signed & stamped by authorized person on each page of tender document
- c) The offer is ambiguous
- d) The offer is received by fax or e-mail
- e) The offer is from a black listed firm
- f) Offer received with shorter validity than required
- g) The offer is not conforming to specifications indicated in the tender documents
- h) The offer / quoted rates are furnished other than the tender documents
- i) Bid is conditional

8. **Start of Services:**

8.1 Firm(s) will have to provide vehicle(s) immediately after the issuance of work order if deemed by client.

9. **Cancellation / Penalty for Delay:**

9.1 In case, Firm fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited.

9.2 The vehicles will be inspected by PIEDMC through an authorized personnel / company and will be rejected, if not found according to the given specifications and P I E D M C will not be responsible for any costs or expenses incurred by the Firm in connection with the supply of services.

10. **Payment to the Contractors:**

10.1 Payment will be made through crossed cheque to the Firm (s) against invoice on completion of satisfactory services. No payment will be made in advance.

11. **Deduction of Taxes:**

11.1 All applicable taxes will be deducted while making payment as per Government Rules Instructions/ Notifications.

12. **Dispute**

12.1 In case of any dispute after execution of contract matter will be resolved as per Arbitration Act 1940.

13. **Technical Evaluation Criteria:**

**Mandatory Clauses:**

- 13.1 Must have National Tax Number & Sales Tax Number and should be on Active Tax Payers List. Having valid registration certificate for Income Tax (NTN) and registered with FBR for the tax purposes (GST/PST) firms / companies/ individuals are eligible to participate in the tender.
- 13.2 Proof of Ownership of the Company/Firm/Business. (Registration)
- 13.3 Affidavit on Rs. 100 stamp paper that the company/firm/ individual have never been black listed by any Government/ Semi Government/ Autonomous Body or Private Company.
- 13.4 Copy of CNIC in case of proprietor.
- 13.5 The firm(s) must have had at least three (3) years acceptable prior experience in rental and hiring services for Vehicles.
- 13.6 All interested companies are to provide their company profile, office address, telephone numbers etc.
- 13.7 The bidder (s) must provide at least 3 clients to whom similar requirements have been provided, in the table given below. Failure to provide this information will result in your offer being nonresponsive. (Letters of reference /clients satisfactory must be attached)

<b>Company/office Name</b>	<b>Address &amp; Telephone No</b>	<b>Year</b>

- 14. **Undertaking:** I / we certify that the above information and documents provided with the bid are true and factual.
- 15. **Bid / Tender opening procedure:**
  - 15.1 As per 38 (1) of PPRA Rules 2014, single stage one envelope bidding procedure shall be adopted.
  - 15.2 Contract(s) shall be awarded to technically responsive, lowest evaluated bidder (lot wise)
- 16. **Preference of Vehicles**
  - 16.1 The contractors having own vehicles (not below the model 2021) may apply, however, new model vehicles shall be given preference if the quoted rates are equal.
- 17. **One Person One Bid**
  - 17.1 One person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.
- 18. **“FORM TO OFFER TENDER”** is attached as Annex ‘A’.



# PUNJAB INDUSTRIAL ESTATES DEVELOPMENT AND MANAGEMENT COMPANY

Head office: Commercial Area (North), Sunder Industrial Estates, Sundar -Raiwind Road, Lahore  
Phone (042) 35297203- 6, 042- 99332519-20



## FORM TO OFFER TENDER

Name of the person / company offering tender \_\_\_\_\_

CNIC No. \_\_\_\_\_ Telephone No \_\_\_\_\_

(Attach photocopy)

Email Address. \_\_\_\_\_ NTN No. \_\_\_\_\_

Postal Address. \_\_\_\_\_

Fuel will be provided by the client (PIEDMC). Rates offered (Vehicle -Wise) with driver (s):-

Lot #	Make of Vehicle	Model	Per day (24 hrs) (In figures & words)	Monthly Rent Per Vehicle (In figures & words)
Lot-1	Suzuki Cultus (Manual) VXL	2021 and above models	Lot # 1 (A).....	Lot # 1 (B).....
Lot-2	Toyota Yaris, ATIV (1300 CC), (Manual)		Lot # 2 (A).....	Lot # 2 (B).....
Lot-3	Toyota Corolla, Altis Grande (1800 CC) (Automatic)		Lot # 3 (A).....	Lot # 3 (B).....
Lot-4	Toyota Hilux Rivo V (Automatic)		Lot # 4 (A).....	Lot # 4 (B).....

**Note: -**

- Quoted rates must be inclusive of all relevant taxes
- Please attach the following documents:  
(i) List of clients (as per clause 13.7 of Bidding Document) (ii) Company profile on letter head (iii) Copy of NTN Certificate

***Certified that I have read the all clauses of Bidding Document carefully and understood them. I shall be bound to fulfill all of requirements and responsibilities as enumerated in the Bidding Document, if selected.***

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

**Signature** \_\_\_\_\_