

REQUEST FOR QUOTATION (RFQ)

FOR PROVISION OF 1 x COASTER (29 SEATS' CAPACITY) & 1 x TOYOTA HI-ROOF GRAND CABIN VAN (14 SEATS' CAPACITY) ON RENT TO PUNJAB INDUSTRIAL ESTATES DEVELOPMENT AND MANAGEMENT COMPANY (PIEDMC)

1. **Purpose**

To select a suitable contractor who could provide transport on monthly rent basis for pick and drop of the PIEDMC employees from Lahore city area to PIEDMC Head Office (Sundar Industrial Estate).

2. **Scope of Services**

The selected contractor is to provide one coaster of the capacity of 29 seats and one Toyota Hi-roof grand cabin having capacity of 14 seats on monthly rent basis from Lahore city to Sundar Industrial Estate and back.

3. **Period of Contract**

Services will be engaged for the period of 12 months, renewable, with the consent of both the parties and terminable upon two month's notice by either party.

4. **Other Terms and Conditions**

- a. PIEDMC shall only pay fixed monthly rent. Rest all expenses such as Cost of Driver, POL, repair & maintenance both major and minor, change of engine oil, toll taxes, route permit etc. shall be the responsibility of contractor.
- b. In case of fuel price changes, after the agreement (both increase / decrease from the rate at the time of bidding) reduction /inclusion shall be made in the monthly bill accordingly.
- c. Drivers' salary, over time (if any) shall be paid by the contractor.
- d. Pick and drop points of the employees will be decided mutually.
- e. Both the vehicles are likely to cover about 130 - 135 Kms (both-ways) on daily basis.
- f. The contract will be awarded to the lowest contract price by adding quoted rent for both the vehicles.
- g. Bid must be accompanied with Rs. 50,000/-, which is 1% of the estimated cost, as bid security in the form of Bank guarantee /CDR/Pay Order/DD from scheduled bank in Pakistan in favour of PIEDMC. Failing which the respective bid will stand non-responsive. Bid security to un successful bidder will be returned after award of contract to successful vender and bid security of the lowest responsive bidder will be returned after submission of the performance guaranty by the lowest bidder.
- h. Successful bidder will have to submit performance guarantee in the shape of Bank guarantee from a scheduled bank in Pakistan in favour of PIEDMC @ 5 % of the contract amount within 15 days of the award of contract.

5. **Workdays and Working hours**

The regular workdays of the transportation of the staff are from Monday to Friday as per office timings; however, if the services would be needed on Saturday, Sunday or during gazetted holidays the selected contractor / company shall have to provide the vehicles. In said case extra charges to the contractors / company shall be paid by PIEDMC on pro-rata basis. However, on public holidays fuel charges, on average per day consumption as prevailing rates (coaster 40 liters & Hi-roof 25 liters), shall be deducted. Also due to any calamity / epidemic if services are not utilized, fuel charges shall not be included in the monthly rent.

6. **Preference of Vehicles**

The contractors having own vehicles (not below the model 2020) may apply, however, new model vehicles shall be given preference if the quoted rates are equal.

7. **Responsibilities of the Contractor / Owner**

The Owner / Contractor shall be responsible for: -

- a. Provide list of vehicles and names of drivers with a photocopies of the Insurance documents, driver's license.
- b. Settlement of any claim by 3rd Party including road accidents without the involvement of the organization while driving vehicle.
- c. Pay all road tax and applicable fee on the rented vehicles including route permit while driving for the PIEDMC staff.
- d. Undertake servicing of vehicles twice a week and get the oil changed after the required mileage.
- e. Ensure that vehicles are properly maintained and cleaned.
- f. Ensure vehicles have cell phone communication.
- g. In case of breakdown of vehicle during journey or before set in for journey the contractor shall have to provide the proper reasonable replacement immediately.
- h. Fulfillment of all governmental compulsory requirements.

8. **Responsibilities of the Organization (PIEDMC)**

The owner will report to the General Manager (Admin & HR), PIEDMC for the delivery of services under the decided Terms of Reference. The PIEDMC will be responsible for:

- a. Provide itineraries / route / pick and drop points
- b. Provide a list of staff authorized to use the vehicles
- c. Payment will be based on contract issued and upon submission of invoice

9. **Eligibility Criteria**

Following will be the eligibility criteria:-

- a. The contractor must have had at least three (3) years acceptable prior experience in rental and hiring services for Vehicles.
- b. The bidder must provide at least 3 clients to whom similar requirements have been provided, in the table below: Failure to provide this information will result in your offer being non responsive. (Letters of reference /clients satisfactory must be attached)

Company/office Name	Address & Telephone No	Year

- c. Physical condition of the vehicles (excellent)

10. **Provision of Company Profile**

All interested companies are to provide their company profile, office address, telephone numbers etc.

11. **Award Criteria**

The contract will be awarded to lowest responsive bidder.

12. **“FORM TO OFFER TENDER”** is attached.



PUNJAB INDUSTRIAL ESTATES

Head office: Commercial Area (North)
Sunder Industrial Estate,
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. _____

Estimated per day traveling is 130-135 KMs for each vehicle. Rates offered (Vehicle -Wise):-

S. No	Make of Vehicle	Model	Seats	Monthly Rent Offered	
				In figures	In words
(a)	1 X Coaster	2020	29		
(b)	1 X Hi-Roof Grand Cabin	2020	14		
Total					

(Offered price in words. _____)

Note: - Please attach the following documents:

- (i) List of clients (as per para 9 of RFQ)
- (ii) Company profile on letter head
- (iii) Copy of NTN Certificate

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

Date: _____

Signature _____