

# Lahore Knowledge Park



## Bidding Document

for

FOR HIRING OF VEHICLES ON RENT  
On FRAMEWORK (RATE) CONTRACT BASIS

**LAHORE KNOWLEDGE PARK COMPANY**

Issue Date: September 12, 2018  
Closing Date: September 28, 2018

**LAHORE KNOWLEDGE PARK COMPANY (LKPC)**

**GOVERNMENT OF THE PUNJAB**

Ground Floor, 15-A Abu Bakar Block, New Garden Town, Lahore.



# TERMS & CONDITIONS

The Lahore Knowledge Park Company (hereinafter referred to as “LKPC” or Client”) invites sealed bids from eligible and experienced income tax & sales tax registered firms / companies (hereinafter referred to as “Firm”) for the specified services as per Annex-A (hereinafter referred to as “services”).

## 1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. 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) any additional terms & conditions added by the Firm
  - j) any conditional offer
- 1.2 Bid will remain valid for a period of 120 days from the date of opening the tender. No change in price will be made in case of Pak rupees variation against US\$ and any other case as may be.
- 1.3 The cover envelop must indicate particulars of tender and date of opening. The envelopes must be properly sealed.
- 1.4 The Firm must indicate their National Income Tax No. / Sales Tax No.
- 1.5 Offered rates will be on daily / weekly / monthly basis at Lahore Knowledge Park Company, 15- Abu Bakar Block, New Garden Town, Lahore as detailed at Annex-A and shall be inclusive of all taxes.
- 1.6 Order will be issued by The Lahore Knowledge Park Company after the approval of Competent Authority i.e. Chief Executive Officer of the Lahore Knowledge Park Company.
- 1.7 Contract will be initially for a period of one year starting from the signing of contract which may be extended with mutual consents of both the parties (Client and bidder) for further two years on yearly basis, within the estimated amount mentioned in the bidding document. No escalation in rates will be permissible during contract period or extension/renewal.
- 1.8 Contract will be awarded on the basis of lowest evaluated bidder as per detailed at Annex-A.

## **2. Starting of services:**

The Firm will have to supply the vehicles immediately after signing of the contract. Firm(s) will have to provide vehicle(s) within 06 hours after issuance of work order / email/ phone on as and when required basis, under Framework (Rate) Contract basis.

## **3. Extension of Delivery Period:**

3.1 In special circumstances, request for extension of supply of services may be considered by the Competent Authority on the written request of the Firm before the target date of supply, who will be authorized to either accept or reject the request of Firm without assigning any reason.

## **4. Cancellation / Penalty of Delay:**

4.1 In case, Firm fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be encashed and penalty @ double of per day cost will be imposed.

4.2 The vehicles will be inspected by The Lahore Knowledge Park Company through an authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex - A and The Lahore Knowledge Park Company will not be responsible for any costs or expenses incurred by the Firm in connection with the supply of services.

## **5. Payment to the Contractors:**

5.1 Payment will be made through crossed cheque to the Firm against invoice after 100% completion of satisfactory services on monthly basis. No payment will be made as advance.

## **6. Deduction of Taxes:**

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.

## **7. Dispute:**

In case of any dispute before or after the execution of contract, matter will be resolved as per Punjab Procurement Rules 2014.

8. Technical Evaluation Criteria:

**Mandatory Points:**

1. Only 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.
2. Proof of Ownership of the Company/Firm/Business.
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.
4. Copy of CNIC of proprietor.

**Marking Criteria:**

Sr. Nos.	Description	Ranges of Marks	Total Marks
<b>1</b>	<b>Fleet of Vehicles</b>		<b>40</b>
	1-5 (Model + 2016)	20	
	6-10 (Model + 2016)	30	
	Above 10 (Model + 2016)	40	
<b>2</b>	<b>List of Corporate Clients</b>		<b>40</b>
	1-10	20	
	11-20	30	
	Above 20	40	
<b>3</b>	<b>Head Office in Lahore</b>		<b>10</b>
	Yes	10	
	No	0	
<b>4</b>	<b>No. of Branches.</b>		<b>10</b>
	1-3	5	
	Above 3	10	
	<b>Total Marks</b>		<b>100</b>

Note: Minimum qualify marks 65% out 100% marks.  
Bidder will be select on least cost basis.

**Acceptance:** I/ we certify that the above information and documents provided with the bid are true and factual.

9. Bid / Tender opening procedure:

As per PPRA Rules 2014, single stage one envelope bidding procedure shall be adopted.

Bids will be evaluated on least cost method.

10. Other Terms & Conditions

- 10.1 The Firm shall provide the rental services for intercity / intra city travelling on daily / weekly / monthly rental basis for vehicles detailed at Annex-A with valid license holder driver (in uniform) and working AC+ Heater. The quantity of vehicles may vary as per requirement of the Client.
- 10.2 The Client shall provide the petroleum, oil change, car wash and lubricants of the vehicles hired under this tender / contract.
- 10.3 The Vehicles provided under this tender / contract should preferably be on Petrol. The Monthly Rental shall include Driver Wages, food, night charges, repair and maintenance and all applicable government taxes.
- 10.4 The Rental of Vehicle provided under this contract shall remain the same during the currency of this Contract. The Firm shall not demand for increase in rental during the period of this Contract.
- 10.5 The Firm shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. of their staff/Drivers.
- 10.6 The Client will deduct income tax and sales tax or any tax, if applicable, as per prescribed rates of the Government.
- 10.7 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, the legal action may be initiated against the Firm.
  - (a) Unsatisfactory services shall include absenteeism without intimation, reckless driving, frequent accidents, misbehavior by drivers etc.
  - (b) Drivers shall be responsible to ensure proper hygiene of self and cleanliness of vehicle at all times.
  - (c) Driver must maintain proper log book / travel detail and enclose it with the monthly invoice.

(d) Drivers must be aware of local routes within the particular duty city.

- 10.8 That the Firm shall be responsible for the maintenance of all vehicles provided under this Contract.
- 10.9 In case of theft, snatching or total loss to the vehicle through accidents the Firm will deal with the insurance company for documentation, depreciation and final claim settlements with the insurance company.
- 10.10 In case of repair, if the vehicle takes more than one day. The Firm shall provide alternate similar vehicle on urgent basis without any delay and in this regard no extra charges shall be paid by the Client.
- 10.11 The Firm shall be fully responsible to employ the competent and well trained drivers for the performance of services under this Contract.
- 10.13 During day & night, vehicle(s) will be parked at Lahore Knowledge Park Company Office, 15-Abubakar Block, New Garden Town, Lahore or as per place allocated by the Competent Authority.

<b>TENDER CHECKLIST</b>				
<b>Sr. Nos.</b>	<b>DESCRIPTION</b>	<b>Tick Yes / No</b>		<b>Documents Attached at Annexure</b>
1	Copies of previous Work Orders/ Contracts (if any)			
2	Copy of the Proprietor's CNIC			
3	Copy of Valid Tax Clearance Certificate			
4	Affidavit regarding non-involvement in any arbitration/ litigation with any Government agency/ department and not blacklist as well.			
5	List of existing corporate clients along with addresses and contact numbers.			
6	Copy of Income Tax Registration Certificate (NTN)			

7	Copy of Sales Tax Registration Certificate (GST/PSTN)			
8	Interested Firms must be include in Active Tax Payer List issued by FBR (Prove attached)			
9	Bid Security @ 2% of total estimated price. (Estimated Price Rs. 4,080,000/-) in shape of CDR/ Pay Order/Demand Draft in favor of Lahore Knowledge Park Company.			

**Note:**

Firms must fill-up all above mentioned checklist/ tables and attached copies of required documents with proper annexure along with tender documents.

<b>FIRM/COMPANY/INDIVIDUAL INFORMATIONS</b>	
Name of Firm/ Company/ Individual	
Complete Postal Address	
Phone/ Cell Numbers	
Contact Person/ Designation	
E-Mail	
Fax Number	
National Tax Number	
GST Number	
Partnership Deed/ Company Registration Certificate (if any)	

## **11. Date, Time and Venue of Submission/ Opening of Proposals:**

Receipt of Tenders Date & Time: September 28, 2018 till 11: 00 AM

Opening of Tenders Date & Time: September 28, 2018 at 11:30 AM

Venue Opening of Tenders: Lahore Knowledge Park Company, 15- Abu Bakar Block, New Garden Town, Lahore.

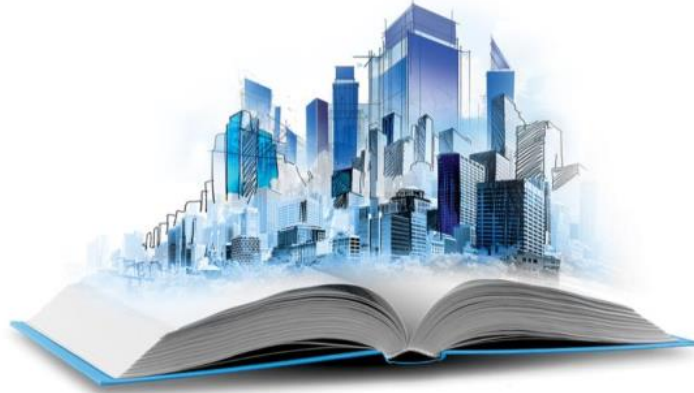
***Note: In case of official holiday on the date of submission, next working day will be treated as submission and opening of proposals.***



**ANNEX- A**

<b>Sr. Nos:</b>	<b>Make</b>	<b>Model</b>
1	Toyota Land Cruiser/ Prado or equivalent	2016 or above
2	Toyota Hilux Double Cabin 4X4 or equivalent	-do-
3	Toyota Hiace Van or equivalent	-do-
4	Toyota Corolla Gli or equivalent	-do-
5	Honda Civic 1.8 or Toyota Corolla Altus 1.8 or equivalent	-do-
6	Suzuki Cultus/ Wagon R or equivalent	-do-
7	Suzuki Bolan or equivalent	-do-
8	Suzuki Ravi or equivalent	-do-

**Lahore  
Knowledge  
Park**



# **Financial Bid Document**

**for**

**FOR HIRING OF VEHICLES ON RENT  
On FRAMEWORK (RATE) CONTRACT BASIS**

**LAHORE KNOWLEDGE PARK COMPANY**

**Issue Date: September 12, 2018  
Closing Date: September 28, 2018**

**LAHORE KNOWLEDGE PARK COMPANY (LKPC)**

**GOVERNMENT OF THE PUNJAB**

**Ground Floor, 15-A Abu Bakar Block, New Garden Town, Lahore.**

**FINANCIAL PROPOSAL FOR VEHICLES ON RENT ON  
FRAMEWORK(RATE) CONTRACT BASIS**

<b>Sr. Nos.</b>	<b>Make</b>	<b>Model</b>	<b>Rate Rs./ Daily</b>	<b>Rate Rs./Weekly</b>	<b>Rate Rs./ Monthly</b>
			(Inclusive of all applicable taxes)	(Inclusive of all applicable taxes)	(Inclusive of all applicable taxes)
1	Toyota Land Cruiser/ Prado or equivalent (with driver having valid license holder in proper uniform)	2016 or above			
2	Toyota Hilux Double Cabin 4X4 or equivalent (with driver having valid license holder in proper uniform)	-do-			
3	Toyota Hiace Van or equivalent (with driver having valid license holder in proper uniform)	-do-			
4	Toyota Corolla Gli or equivalent (with driver having valid license holder in proper uniform)	-do-			
5	Honda Civic 1.8 or Toyota Corolla Altus 1.8 or equivalent (with driver having valid license holder in proper uniform)	-do-			
6	Suzuki Cultus/Wagon R or equivalent (with driver having valid license holder in proper uniform)	-do-			
7	Suzuki Bolan or equivalent (with driver having valid	-do-			

	license holder in proper uniform)				
8	Suzuki Ravi or equivalent (with driver having valid license holder in proper uniform)	-do-			
	<b>Total Quoted Rent (Rs.) Inclusive of all taxes.</b>				

**Note:**

- Bid Security @ 2% of estimated price must be submitted with the proposals. (Estimated Price Rs. 4,080,000/-) in shape of CDR/ Pay Order/Demand Draft in favor of Lahore Knowledge Park Company.
- Financial Proposals must be inclusive of all applicable Government Taxes.
- The lowest evaluated bidder shall be awarded the contract on the basis of Total Quoted Rent (Monthly) Inclusive of all taxes.