

# Lahore Knowledge Park



## Bidding Document

for

FOR HIRING OF RENTAL VEHICLES  
On FRAMEWORK (RATE) CONTRACT BASIS

**LAHORE KNOWLEDGE PARK COMPANY**

Issue Date: May 17, 2021

Closing Date: June 04, 2021

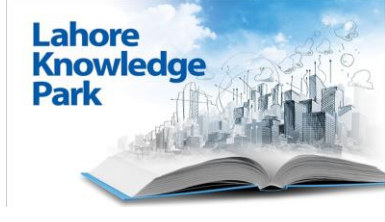
**LAHORE KNOWLEDGE PARK COMPANY (LKPC)**

**GOVERNMENT OF THE PUNJAB**

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



## Invitation To Bid:

|   |  |
|---|--|
|  <p><b>Lahore Knowledge Park</b></p> | <h1>Tender Notice</h1> <h2>For Hiring of Rental Vehicles on Framework (Rate) Contract Basis For Lahore Knowledge Park Company</h2> |
|---|--|

The Lahore Knowledge Park Company (LKPC) is a Public Sector Large Scale Organization duly registered with the SECP u/s 42 (not-for-profit) of the Companies Act 2017, through Higher Education Department (HED), Government of the Punjab.

LKPC invites sealed proposals (Technical + Financial) under PPR Rules, 2014 from reputed firms/companies/individuals registered with Sales Tax & Income Tax departments, to provide the services of rental vehicles on frame work (rate) contract basis as per Bidding Document.

| S. Nos. | Description of Services | Nature of Contract     | Estimated Price | Specifications/Quantity |
|---------|-------------------------|------------------------|-----------------|-------------------------|
| 1       | Rental vehicles         | Framework (Rate) Basis | 2,460,000/-     | As per Bidding Document |

### Bidding Document (TORs):

Interested eligible bidders may get the Bidding Document (TORs) immediately after the publication of this tender on submission of written application along with tender fee of Rs. 1,000/- (non-refundable) in the form of "CDR, Bank Draft, or Pay order" in favor of "Lahore Knowledge Park Company", during working hours from the address given below.

### Bid Opening Date, Time & Venue:

Submission of Bids: June 04, 2021 at 11:00 AM  
Opening of Bids: June 04, 2021 at 11:30 AM  
Venue: Lahore Knowledge Park Company  
15- Abu Bakar Block, New Garden Town, Lahore

### TERMS AND CONDITIONS

- As per Punjab Procurement Rules-2014. Rule 38 (1) single stage one envelope bidding procedure will be applicable.
- Tenders received after the due date & time will not be brought under consideration.
- Proposals must contain Bid Security in shape of CDR, Bank Draft, or Pay Order equivalent to 2% of the estimated price (Total Estimated price Rs: 2,460,000/-) in favor of "Lahore Knowledge Park Company", without which the offer shall be rejected being non-responsive.
- Tenders after the due date & time will not be brought under consideration.
- Initially, the contract will be for the period of one year but can be renewed for further two years on yearly basis within the budgeted amount after approval of Competent Authority.
- The procuring agency (LKPC) may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per Rule 35 of PPR Rules 2014.
- The Financial Bid shall be considered as inclusive of all applicable taxes.

For further clarification, please contact Manager Admin & Procurement on the address and contact detail given below.



### Manager Admin & Procurement

Lahore Knowledge Park Company  
15-Abu Bakar Block, New Garden Town, Lahore, Pakistan.  
Tel: 042 99075000  
Cell: 0300-4648128  
Email: [sohail@lkpc.com.pk](mailto:sohail@lkpc.com.pk)

## **Instructions to Bidders:**

The Lahore Knowledge Park Company (hereinafter referred to as “LKPC” or Client”) invites sealed tenders (Technical + Financial) under PPR Rules 2014, to provide the services as per Annex-A (hereinafter referred to as “services”) of rental vehicles on Framework (Rate) 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.

### **1. General:**

- 1.1 Bid will remain valid for a period of 120 days from the date of opening the tender.
- 1.2 The cover envelop must indicate particulars of tender and date of opening. The envelopes must be properly sealed.
- 1.3 The Firm must indicate their National Income Tax No. / Sales Tax No./Punjab Sales Tax.
- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 Contract will be awarded on the basis of lowest evaluated bidder as per detailed at Annex-A.
- 1.8 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) Any additional terms & conditions added by the Firm  
any conditional offer

### **2 Start of services:**

The Firm will have to supply the requisite no(s) of vehicles immediately after signing of the contract or acceptance of Letter of Acceptance (LOA). Firm(s) will have to provide vehicle(s) within one day after the issuance of work order 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 for Delay:**

- 4.1 In case of delay in services penalty shall be charged @ 10% of the total work/Purchase Order price.
- 4.2 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.
- 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 in advance.

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

- 6.1 All applicable taxes will be deducted while making payment as per Government Rules / Instructions/ Notifications.
- 6.2 All new taxes & duties will be borne by the vendor.

### **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 Clauses:

1. 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. (Registration)
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 in case of proprietor.
5. Head Office in Lahore is mandatory.

### Marking Criteria:

| Sr. Nos. | Description                     | Ranges of Marks | Total Marks |
|----------|---------------------------------|-----------------|-------------|
| <b>1</b> | <b>Fleet of Vehicles</b>        |                 | <b>45</b>   |
|          | 1-5 (Model + 2019)              | 25              |             |
|          | 6-10 (Model + 2019)             | 35              |             |
|          | Above 10 (Model + 2019)         | 45              |             |
|          |                                 |                 |             |
| <b>2</b> | <b>List of Existing Clients</b> |                 | <b>45</b>   |
|          | 1-10                            | 25              |             |
|          | 11-20                           | 35              |             |
|          | Above 20                        | 45              |             |
|          |                                 |                 |             |
| <b>3</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 of 100% marks.

Technically responsive and lowest evaluated bidder shall be awarded contract.

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

## **9. Bid / Tender opening procedure:**

- 9.1 As per 38 (1) of PPRA Rules 2014, single stage one envelope bidding procedure shall be adopted.
- 9.2 Technically responsive and the lowest evaluated bidder shall be awarded the contract.

## **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.
- 10.2 The drivers must have valid license and dress up in proper uniform.
- 10.3 The vehicle provided under this contract must be with working AC+ Heater.
- 10.4 The quantity of vehicles may vary as per requirement of the Client.
- 10.5 The Client shall provide the petroleum and car wash of the vehicles hired under this tender / contract.
- 10.6 The Vehicles provided under this tender / contract must be on Petrol.
- 10.7 The Monthly Rental shall include Driver Wages, food, night charges, repair and maintenance and all applicable government taxes.
- 10.8 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.
- 10.9 The Firm shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. of their staff/Drivers.
- 10.10 The Client will deduct income tax and sales tax or any tax, if applicable, as per prescribed rates of the Government.
- 10.11 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 and shall be followed all measures SOPs of against Covid-19.
  - (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.
  - (e) Client (LKPC) can use the vehicle(s) within or outside the city with driver and bear only driver foods, lodging and roads toll taxes.
- 10.12 That the Firm shall be responsible for the maintenance of all vehicles provided under this Contract.
- 10.13 All provided Vehicle(s) shall be insured. In case of theft, snatching or total loss to the vehicle through accidents the Selected bidder will deal with the insurance company for documentation, depreciation and final claim settlements with the insurance company.
- 10.14 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.
- 10.15 The Firm shall be fully responsible to employ the competent and well trained drivers for the performance of services under this Contract.
- 10.16 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 |                      |  |                                       |

|   |  |  |  |  |
|---|--|--|--|--|
| 2 | Copy of CNIC in case of Proprietor   |  |  |  |
| 3 | Affidavit regarding non-involvement in any arbitration/ litigation with any Government agency/ department and not blacklist as well.                             |  |  |  |
| 4 | List of existing clients along with addresses and contact numbers.   |  |  |  |
| 5 | Copy of Income Tax Registration Certificate (NTN)  |  |  |  |
| 6 | Copy of Sales Tax Registration Certificate (GST/PSTN)  |  |  |  |
| 7 | Certificate Active Tax Payer FBR/PRA   |  |  |  |
| 8 | Bid Security @ 2% of total estimated price. (Estimated Price Rs. 2,460,000/-) 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<br>Registration Certificate (if any) |  |

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

Receipt of Tenders Date & Time: June 04, 2021 till 11: 00 AM

Opening of Tenders Date & Time: June 04, 2021 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/ lockdown form the Government, on the date of submission of bids, next working day will be treated as submission and opening of proposals.***

**ANNEX- A****Scope of Services:**

| <b>Sr. Nos:</b> | <b>Make</b>                                  | <b>Model</b>  |
|-----------------|--|---------------|
| 1               | Toyota Corolla 1300 CC or equivalent         | 2019 or above |
| 2               | Suzuki Cultus/ Wagon R 1000 CC or equivalent | -do-          |

# Lahore Knowledge Park



## **Financial Bid Document**

**for**

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

**LAHORE KNOWLEDGE PARK COMPANY**

**Issue Date: May 17, 2021  
Closing Date: June 04, 2021**

**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**

| Sr.<br>Nos. | Make  | Model            | Daily Rate<br>Rs./                     | Weekly Rate<br>Rs./                    | Monthly<br>Rate Rs./                   |
|-------------|---|------------------|--|--|--|
|             |   |                  | (Inclusive of all<br>applicable taxes) | (Inclusive of all<br>applicable taxes) | (Inclusive of all<br>applicable taxes) |
| 1           | Toyota Corolla 1300 CC or<br>equivalent<br>(with driver having valid<br>license holder in proper<br>uniform)        | 2019 or<br>above |  |  |  |
| 2           | Suzuki Cultus/Wagon R<br>1000 CC or equivalent<br>(with driver having valid<br>license holder in proper<br>uniform) | -do-             |  |  |  |
|             | <b>Total Quoted Rent (Rs.)<br/>Inclusive of all taxes.</b>  |                  |  |  |  |

**Note:**

- Financial Proposals must be inclusive of all applicable Government Taxes.
- Technically responsive/qualified and the lowest evaluated bidder shall be awarded the contract on the basis of **Total Quoted Rent (Monthly) Inclusive of all taxes.**