

**Punjab Skills Development Fund**

**Tender Document**

---

**Tender Notice for Provision of Vehicles on Rental Basis**

**December 11, 2017**



**Submission Date for Sealed Bids: January 19, 2017**

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore, Pakistan

Phone: +92-42-35752408-10

Fax: +92-42-35752190

<b>1</b>	<b><u>Table of Contents</u></b>	<b><u>Page No</u></b>
	1-Background: -	2
	2-Invitation to bids: -	2
	3-Instructions to bidders: -	2
	4-Conditions for eligibility: -	2
	5-Scope of Job/Work: -	3
	6-Terms of Reference: -	4
	7-Guidelines: -	5
	8-Condition of Tender: -	5
	9-Financial Evaluation: -	6
	10-Submission of Bids (Technical and Financial Proposal): -	6
	10.1. Call Deposit Receipt (CDR)	6
	10.2 Cover Letter for the Submission of Technical Proposal	6
	Annexures	8
	Annex – A (Organization Information)	8
	Annex – B (Eligibility Response Check List)	9
	Annex – C (Relevant Experience)	10
	Annex – D (Key Management Staff of the Company)	11
	Annex – F (Financial Proposal)	12
	Annex – G (Declaration)	13
	Annex – H (Cover Letter)	14

### **1- Background: -**

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab in partnership with Department for International Development (DFID) UK. Punjab Skills Development Fund is governed by an independent Board of Directors. PSDF's vision is to improve income generation opportunities for the poor and the vulnerable population of Punjab by enabling skills development through promotion of a competitive skills training market.

### **2-Invitation to bids: -**

Sealed bids / proposals are invited from company/organization (hereafter called as bidders) for the services of **Rent a Car**, from tax registered and experienced rental vehicles service providers.

### **3-Instructions to bidders: -**

The selection of Rent a Car companies/organizations will be based on **Low Cost Selection Method Single Stage Two Envelops**.

a) The bid shall be a single package consisting of two separate envelopes, containing separately financial and eligibility check list proposals. The envelopes shall be marked as "Financial Proposal" and "Eligibility check list document Proposal".

b) In the first instance, the "eligibility check list" shall be opened and envelope marked as "Financial Proposal" shall be retained unopened in the custody of PSDF. PSDF shall eligibility check list documents proposal in a manner prescribed in section - 4 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.

c) During the eligibility check list, no amendments in eligibility check list documents shall be permitted.

d) After the evaluation and approval of eligibility documents, PSDF shall open Financial Proposals of the responsive organization, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.

e) The financial bids found of non-eligible shall be returned un-opened to the respective bidders.

f) Bidders those found eligible will be short-listed for financial bid opening.

g) Contract shall be awarded on least cost selection method for a period of two years, however after one-year performance of the organization will be checked.

h) Company/organization information shall be submitted as specified in annexure A.

### **4-Conditions for eligibility: -**

The rental vehicle providers fulfilling criteria may participate in the bidding process and send following document's copies along with their bids in technical proposal. Failing to fulfil the following eligibility criteria will not considered for the further technical or financial evaluation.

1. Company/Organization should have local presence in Pakistan. (provide evidence)

2. Minimum 03 years of experience of providing vehicles on rental basis business, preferably with government / semi government / autonomous bodies/multinationals. Documentary proof (copies of Contract or POs/Service order by clients). (provide evidence)
3. Currently working with at least 03 clients handling the same nature of contractual job. (copies of contract or purchase orders).
4. GST/PST, if applicable and company/organization should be Income Tax registered. (proof required)
5. Declaring on the company letter head that the company/organization is not black listed by any Govt/Authority/Multinationals (Original required).
6. Should have its branch offices at least three major metropolitan cities of Pakistan, Lahore, Karachi & Islamabad. (Please confirm on the company letter head)

### **5-Scope of Job/Work: -**

The companies selected would provide vehicle rental services to PSDF on as and when needed basis with the following to be observed:

#### **Requirement of Vehicles: -**

The rental vehicles provided to PSDF must be in excellent condition and not older than 2015 model. The rental vehicles will be required on need basis. The vehicle provided shall be registered in the same province/area for which it is being hired. The complete toolkit, including but not limited to spare wheel, wheel change kit, battery jumper cable, vehicle tow cable etc. In case of visit to remote area must carry the jerry can for extra fuel.

#### **Tracker System: -**

All vehicles provided to PSDF must have a real time online vehicle tracking system installed (Please include any proof to this with your proposal).

#### **Replacement of Vehicle in Case of Breakdown: -**

The vehicle rental company will be responsible to ensure that the vehicles provided to PSDF are fully maintained and are physically in absolute perfect condition for travelling. However, in an event that a vehicle breaks down, the vehicle rental company will arrange for its immediate replacement without delays. In case of remote site/area, reasonable travel time (not more than 12 hours) will be allowed to the vehicle rental company to send the replacement failure to which may lead to imposition of liquidated damages.

#### **Fuel: -**

The vehicle rental company will ensure that whenever, PSDF requires a vehicle it should be handed over with a full tank of fuel.

#### **Token: -**

Tokens and related taxes of vehicles must be paid and up to date.

#### **Drivers:**

Following should be observed about the driver at the time of providing the rental vehicle:

1. Must have a valid license
2. Minimum 05 years of driving experience.
3. Familiar with the local routes and traditions/customs /language of area of travel.
4. Maximum age limit should not be more than 50 years & medically fit.
5. No off days/holidays will be allowed in case of weekly and monthly hiring for the field.
6. The company/organization will be responsible for the behaviour/actions of the drivers and will be responsible to provide the immediate replacement in case of complaints/misconduct.
7. Company must ensure the physically fitness of the driver with appropriate dress.

#### **Travel Allowances & Accommodation:**

PSDF will not provide any travel related allowance, accommodation or boarding and lodging arrangements to any driver. This will be the sole responsibility of the Vehicle rental company. The self-arranged accommodation of drivers should be within 15 kilo meters of the stay of the PSDF employees.

#### **Log Book:**

Company must maintain a logbook for each travel containing the complete travel details with mileage and locations. The complete travel must be signed by PSDF employee in the log book. These details must be provided to PSDF along with invoice

#### **Areas of Service:**

The areas of service include **entire Pakistan**. If the rates of the vehicles for different areas are not same, company must quote its rates for each area separately.

#### **Security: -**

The company providing services shall be responsible for the security of the driver, vehicle or any items coming along with the rented vehicle. PSDF will not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise

#### **6-Terms of Reference: -**

Successful bidder shall be agreed on following terms of references to provide the Goods/Services.

- a) Successful bidders shall provide the Rent a Car on the need basis, who shall be bound to provide the require services as per the terms & condition mutually agreed between both the parties. In case of delay, a penalty at the uniform rate of 2% of Service Order value on each hour day delay will be charged.
- b) PSDF will sign an agreement for one year which may be extended for further one year based on the performance and on the same rates agreed with the bidder.
- c) Bid shall be valid for 3 months from the closing date of the proposal.
- d) If the bidder completely fails to deliver the services as per the agreed terms & condition, the CDR will be forfeited, and Service Order will be considered cancelled.

- e) PSDF reserves the right to increase/decrease the number of rent a car required.
- f) In case of any dispute regarding quantity, quality of services and specification, the decision of the PSDF shall be final & binding.
- g) All prices quoted must be inclusive of all taxes.
- h) Income tax and GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- q) The payment shall be made within 30 days after the delivery of required Goods and submission of invoice as per the PSDF rules.
- r) Delivery Location: Unless otherwise 'agreed', delivery of the material against this Order shall be made at Lahore Office i.e. 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore.

## **7- Guidelines:**

- A. All documents and information received by PSDF from applicants shall be kept confidential.
- B. Documents submitted to PSDF shall not be returned.
- C. All expenses related to participation in this bidding document shall be borne by the bidders.
- D. Documents shall be submitted in hard copies in a sealed envelope marked **as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL"** for Goods. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below

### **Postal Address: -**

#### **Procurement Department**

Punjab Skills Development Fund  
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

E-mail: Procurement@PSDF.org.pk

Landline: +92-42-35752408-10

Fax: +92-42-35752190

- a) The closing date and time for receipt of bidding proposal is January 19, 2018 at 11:00 AM.
- b) Unsealed proposals received thereafter, will not be accepted.
- c) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand the aspects of Technical Proposal, if required.
- d) PSDF reserves the right to verify any information provided by the bidders.
- e) Questions about this technical proposal can be made only in writing, a letter or an e-mail and must be asked by or before date-January 10, 2018-. Please contact Procurement Department for any other related information, if required.

## **8- Condition of Tender: -**

Goods of successful bidder shall be secured in accordance with the PSDF's Procurement Policy subject to the following conditions:

- a) The PSDF reserves the right to award or not to award this contract.

- b) Bidders who fail to complete and attach all relevant documents shall be disqualified.
- c) No tender document shall be accepted, if not properly bind, sealed & stamped and marked.
- d) The PSDF shall enter into a formal contract with the successful bidder.
- e) The PSDF reserves the right to terminate the contract, if the performance of the Bidder is unsatisfactory.
- f) The PSDF has the right to visit business premises to verify the information provided in the tender documents.
- g) It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender.
- h) Bids received after closing time and date will NOT be considered.
- i) Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.
- j) Any change of information provided in the tender document that may affect delivery should be brought to the PSDF's attention as soon as possible, failure to comply may result in the contract being terminated.
- k) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.

### **9- Financial Evaluation: -**

- a) The Financial Proposals of only eligible bidders qualified specifications will be opened in the presence of all the Bidders participated in the tender.
- b) All bids shall be opened by the evaluation committee publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening.
- c) All bidders in attendance at the time of opening of the bids shall sign an attendance sheet. Please provide information regarding Financials in "annexure – G".

### **10 Submission of Bids (Technical and Financial Proposal): -**

Complete bid containing Eligibility Documents and Financial proposal along with CDR, all required information and documentary evidences may be submitted before dated January 19,2018 at 11.00 A.M Eligibility check list documents proposals will be publicly opened on the same day i.e. December 19,2018 at 11.30 A.M in the presence of bidder's representatives who wish to attend it. CDRs of disqualified bidders will be returned after awarding the business to successful bidder

#### **10. 1Call Deposit Receipt (CDR)**

CDR of Rs. 30,000 (Thirty Thousand Rupees) in the form of pay order or demand draft favouring Punjab Skills Development Fund. The CDR should be valid for a period not less than 6 months and must be enclosed in financial bid.

**10.2 Cover Letter for the Submission of Technical Proposal**

A cover letter as specified in “annexure I” shall be submitted with the proposal.

**Important Note:**

The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned “Background Verification Services”.

**Annexures**

**Annex – A (Organization Information)**

Organization Information		
S #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organisation	
3	National Tax Number	
	General / Punjab Sales Tax Number	
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
		Others (Please specify)
6	Name and designation of 'Head of Organization'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

**Annex – B (Eligibility Response Check List)**

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Company/Organization should have local presence in Pakistan		Evidence and letter attached
			Copies Not Attached
2	Minimum 03 years of experience of providing vehicles on rental basis business, preferably with government / semi-government/autonomous bodies/multinationals. Documentary proof (copies of Contract or POs/Service order by clients). (provide evidence)		Copies Attached
			Not Attached
3	Currently working with at least 03 clients handling the same nature of contractual job. (copies of contract or purchase orders).		Copies Attached
			Copies Not Attached
4	GST/PST, if applicable and company/organization should be Income Tax registered	National Tax Number (NTN)	Proof required
		PST Number	
5	Declaring on the company letter head that the company/organization is not black listed by any Govt/Authority/Multinationals (Original required).		Original Affidavit Attached
			Not Attached
6	Should have its branch offices at least three major metropolitan cities of Pakistan, Lahore, Karachi & Islamabad. (Please confirm on the company letter head)		Declaration on signed letter head is Attached
			Not Attached

**Annex – C (Relevant Experience)**

Relevant Experience		
Sr. #	Required Information	Response  (Please provide exact information with organization name, location/s and duration)  Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Start and end dates of providing provision of Vehicles on Rental Basis services. (For example – Jan 2009 to September 2017)	i.
		ii.
		iii.
		iv.
		v.
3	Number of provision of Vehicles on Rental Basis services. Provided	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations: -

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No. of Employees	Annual Contract Volume	Approximate Value of Business
1					
2					
3					
4					
5					

**Annex – D (Key Management Staff of the Company)**

<b>Key Management Staff of Company</b>				
<b>Sr. No.</b>	<b>Name of Management Staff</b>	<b>Designation</b>	<b>Area of Expertise</b>	<b>Number of Years in Company</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

You may add more information, if applicable.

Annex – E (Financial Proposal)

Sr. #	Description of Heads to be charged	Model	Engine Capacity	Rate	Remark(s)
1	Per day Local	CAR 2016-17 COROLLA	1300		
2	Per KM Local				
3	Per Hour Local				
4	Per day Outstation				
5	Per KM Outstation				
6	Per Hour Outstation				
7	Per day Local	CAR 2016-17 CULTUS	1000		
8	Per KM Local				
9	Per Hour Local				
10	Per day Outstation				
11	Per KM Outstation				
12	Per Hour Outstation				
13	Per day Local	FORTUNER	3000		
14	Per KM Local				
15	Per Hour Local				
16	Per day Outstation				
17	Per KM Outstation				
18	Per Hour Outstation				
19	Per day Local	HI-ACE	3000		
20	Per KM Local				
21	Per Hour Local				
22	Per day Outstation				
23	Per KM Outstation				
24	Per Hour Outstation				
25	Per day Local	COASTER	4200		
26	Per KM Local				
27	Per Hour Local				
28	Per day Outstation				
29	Per KM Outstation				
30	Per Hour Outstation				
31	Driver's stay charges & overtime for local				
32	Driver's stay charges & overtime for Outstation				
33	Time counted as night stay				Mention Time

**Important Note:** Financial bid should be provided for complete solution; partial quoted bids shall not be considered. As the services are required for all over Pakistan base station shall be considered from where the services will be availed.

**Annex – F (Declaration)**

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects;
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name: -	
Designation: -	
Signatures: -	
Date and Place: -	

**Annex – G (Cover Letter)**

[Firm letterhead]

[Date]

To

Chief Executive Officer

Punjab Skills Development Fund

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

**Re:** Technical Proposal in respect of provision of Vehicle on rental basis

Dear Sir,

We offer to provide the services for provision of Vehicle on rental basis in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our financial Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the delivery of services as per the client's request, if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: