

***Tender Fee: Rs.200/-  
(Non-Refundable)***

# **TENDER FORM**

**Tender # TR/01/17-18**

**Hiring of Transport Services for Skill  
Development Project**

**Date of Issue : September 25, 2017**

**Last Date of Submission : October 16, 2017 (3:00pm)**

**Date of Opening of Tender : October 16, 2017 (3:30 pm)**

**Pay Order / Demand Draft # ....., Drawn on Bank.....**

**Amount of Rs..... Dated.....**

# **C O N T E N T S**

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## **1. Introduction**

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites on September 25, 2017 for Hiring of Transport with Driver.

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Thank you.

-sd-  
**Registrar**

## **2. Instructions**

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant manufacturers / firms / supplier / companies / distributors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (c) You can collect the Tender Document from the office of Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi from September 25, 2017 to October 16, 2017 during working 9:00 AM to 3:00 PM.
- (d) The last date of submit the Tender Document in sealed envelope in October 16, 2017 by 3:00 PM in the Office of the Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (e) Bid Security of 1% on higher quoted vehicles will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (g) Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (h) Service Provider must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.
- (i) Cliental list is required.
- (j) Please mention "Tender Number" at top left corner of the envelopes. Client may reject any bid subject to relevant provision of SPP Rules 2010 may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

**3. TECHNICAL SPECIFICATION OF VEHICLES**  
**BILL OF QUANTITY**  
**SKILL DEVELOPMENT PROJECT**

**OPTION-I**

A.

|   |   |
|---|---|
|   | <b>Saloon Car 1300 cc (Air Conditioned)<br/>Toyota Corolla XLI / Honda City or equivalent<br/>Karachi to Tharparkar Distt.<br/>&amp;<br/>Tharparkar Distt. to Karachi</b> |
| <b>Quantity</b>                                       | <b>01 Car with Driver</b>   |
| Registration #  |   |
| Vehicle Make  |   |
| Model 2010-12   |   |
| Registration Year                                     |   |
| Chasis #  |   |
| Engine #  |   |
| Engine Power  |   |
| Seating Capacity<br>4 Passengers including the Driver |   |
| <b>Rent per Month (Rs.)</b>                           |   |

**Rent per Month x 6 Months = Total Amount Rs \_\_\_\_\_**

**Total Amount In words: \_\_\_\_\_**

\_\_\_\_\_  
Stamp & Signature

**BILL OF QUANTITY  
SKILL DEVELOPMENT PROJECT**

**OPTION-II**

A.

|   |   |
|---|---|
|   | <b>Saloon Car 1300 cc (Air Conditioned)<br/>Toyota Corolla XLI / Honda City or equivalent<br/>Karachi to Tharparkar Distt.<br/>&amp;<br/>Tharparkar Distt. to Karachi</b> |
| <b>Quantity</b>                                       | <b>01 Car with Driver</b>   |
| Registration #  |   |
| Vehicle Make  |   |
| Model 2013 and higher                                 |   |
| Registration Year                                     |   |
| Chasis #  |   |
| Engine #  |   |
| Engine Power  |   |
| Seating Capacity<br>4 Passengers including the Driver |   |
| <b>Rent per Month (Rs.)</b>                           |   |

**Rent per Month x 6 Months = Total Amount Rs \_\_\_\_\_**

**Total Amount In words: \_\_\_\_\_**

\_\_\_\_\_  
Stamp & Signature

**BILL OF QUANTITY  
SKILL DEVELOPMENT PROJECT**

**OPTION-I****B.**

|   |   |
|---|---|
|   | <b>Jeep 4 x 4 (Air Conditioned)<br/>2000 CC to 3000 CC<br/>Only ply for Tharparkar Distt.</b> |
| <b>Quantity</b>                                       | <b>01 Jeep with Driver</b>  |
| Registration #  |   |
| Vehicle Make  |   |
| Model 1990 to 2000                                    |   |
| Registration Year                                     |   |
| Chasis #  |   |
| Engine #  |   |
| Engine Power  |   |
| Seating Capacity<br>4 Passengers including the Driver |   |
| <b>Rent per Month (Rs.)</b>                           |   |

**Rent per Month x 6 Months = Total Amount Rs \_\_\_\_\_**

**Total Amount In words: \_\_\_\_\_**

\_\_\_\_\_  
Stamp & Signature

**BILL OF QUANTITY  
SKILL DEVELOPMENT PROJECT**

**OPTION-II****B.**

|   |   |
|---|---|
|   | <b>Jeep 4 x 4 (Air Conditioned)<br/>2000 CC to 3000 CC<br/>Only ply for Tharparkar Distt.</b> |
| <b>Quantity</b>                                       | <b>01 Jeep with Driver</b>  |
| Registration #  |   |
| Vehicle Make  |   |
| Model 2000 and above                                  |   |
| Registration Year                                     |   |
| Chasis #  |   |
| Engine #  |   |
| Engine Power  |   |
| Seating Capacity<br>4 Passengers including the Driver |   |
| <b>Rent per Month (Rs.)</b>                           |   |

**Rent per Month x 6 Months = Total Amount Rs \_\_\_\_\_**

**Total Amount In words: \_\_\_\_\_**

\_\_\_\_\_  
Stamp & Signature



**4. BIDDING DATA**

- (a). Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b). Brief Description of Works:** Hiring of Transport Services for Skill Development Project
- (c). Procuring Agency's address:-**Main Campus, University Road, Karachi
- (d). Amount of Bid Security:-** Bid Security of 1% on higher quoted vehicles will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi
- (e). Period of Bid Validity (days):-** Ninety Days
- (f). Performance Security Deposit:-** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g). Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in October 16, 2017 by 3:00 PM in the Office of the Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (h). Venue, Time, and Date of Bid Opening:-** Tender will be opened on October 16, 2017 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (i). Time for Completion from written order of commence:-** 90 days
- (j). Liquidity damages:-** 2% liquidity damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- (k). Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**  
# ....., Amount :Rs.....Drawn on Bank..... Dated.....

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Stamp & Signature

## **5. BIDDER QUALIFICATION CRITERIA**

| <b>S. No</b> | <b>Eligibility Criteria</b>   |
|--------------|---|
| 1            | Is envelop sealed   |
| 2            | Required Bid Security in enclosed   |
| 3            | Form of Tender Signed or not  |
| 4            | Registration in GST / SBR & I. Tax  |
| 5            | Tender Fee Received   |
| 6            | Turnover in terms of Financial Statement of last three years  |
| 8            | Cliental list provided  |
| 9            | Affidavit regarding any litigation or blacklisting  |
| 10           | The Transport Service Provider must be a sole proprietary concern, a partnership concern or a company. In case of a company it should be registered with the Registrar of Firms/Registrar of Companies, wherever applicable |
| 11           | The Transport Service Provider should have executed similar job preferably cars operate in Tharparkar District.   |

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## **6. Terms & Conditions of Services**

- (i) **Signing of Contract Agreement:** The company / agency will sign the contract agreement as acknowledgement.
- (ii) **Services Deliverable:** All services must be executed on which the delivery/work execution, quantity, quality & specs are specified. Non-compliance with this condition renders the goods/services/works liable to non-acceptance.
- (iii) **Duration:** The period of Execution will identify on Contract Agreement for SIX months extendable with mutual consent.
- (iv) **Break down / Mishap:** The Service Provider must ensure, in case of break down / accident / mishap / challan / strike / bad weather etc, to drop the commuter on the time and place as specified accordingly.
- (v) **Liquidity Damage:** Liquidity damage will be imposed due to delayed in timing & if deemed necessary termination of the contract may be awarded in the interest of commuter prejudice.
- (vi) **Maintenance:** Maintenance and up keep of the vehicle(s) is the sole responsibility of the contractor.
- (vii) **Miscellaneous Amount:** The Service Provider will pay, in any form, for parts, tax, challans, wages, maintenance, rent and insurance etc. Client is liable to pay only the contract amount to the Service Provider if the service provided by contractor found satisfactory.
- (viii) **Payment:** Payment will be paid after deduction of withholding Tax as per government regulations.
- (ix) **Rejection of Services:** Client reserve the right to cancel any or all the items if job is not in accordance with our specification or if the completion of services is delayed.
- (x) **Termination:** At any stage if the Service Provider found to bypass any condition(s) of the agreement, the contract will be terminated immediately and the payment(s) will be confiscated in favor of the Client. The decision of the Client will be final and should be abided by the Service Provider and the client. That upon termination of this agreement the agency shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises from the time to time.
- (xi) **Submission of Bills/Invoices:** Invoice / bill should be submitted to Finance Department with Satisfactory Note of the Client.
- (xii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiii) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Client and CEO of the company/agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties under Arbitration Act 1940.

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- (xiv) **Bid Security:** 1% Bid Security on higher quoted vehicles must be deposited along with the Tender Form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xv) **Inspection:** Inspection of vehicles will be carried on specified dates & communicated to the Service Provider accordingly. Only those vehicles will ply for pick & drop services which are passed by Client after inspection. Vehicle(s) can't be changed / replaced without prior permission of the client authority.
- (xvi) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (xvii) **Sub-letting:** No Sub-letting is allowed during contract period.
- (xviii) **Registration:** Vehicle(s) should be registered in the name of Proprietor / Partner / Company. (witness / proof must be attached / provided)
- (xix) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xx) **Price / Rate:** Price / rate must be quoted against 'Rent per Month' also in words.
- (xxi) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxiii) **Validity of Bid:** Validity is for ninety (90) days.
- (xxiv) **Rights:** Client reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.
- (xxv) **Company Profile:** Company Profile be attached with this document.
- (xxvi) **Tender Document:** Tender Document available at the Office of Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi.
- (xxvii) **Submission of Documents:** Last date for tender submission is October 16, 2017 up to 3:00 PM.
- (xxviii) **Opening of Tender:** Tender will be opened on October 16, 2017 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (xxix) **Taxes:** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxx) **Stamp Duty:** Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- (xxxi) **Limitation:** There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis.
- (xxxii) **Liability:** The Client, shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver including Round Trip, maintenance etc. The Service Provider will pay Vehicle / Road Tax and challans to any limit. Fuel & Toll Tax is the responsibility of the Client

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- (xxxiii) **Rate Revision:** Agreed rate as per agreement will not revise during the agreement period.
- (xxxiv) **Neat & Clean Car:** The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the Service Provider.
- (xxxv) **Immediate Replacement:** In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Client would have a right to hire a vehicle from the market and the additional cost incurred the client will be borne by the Service Provider.
- (xxxvi) **Period:** Generally, Vehicle should be utilized during the period from 08:00 hours to 21:00 hours; however, the vehicle will be utilized for preventive work or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day as desired by the Client. The vehicle and the driver should not be changed unless requested by the Client.
- (xxxvii) **Driver:** The Service Provider would ensure that the drivers employed have valid driving license of four wheel vehicle. The vehicle should be registered with the concerned authority of Central/State Govt. The Service Provider shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. The driver should be able to communicate and write in Urdu/Sindhi.
- (xxxviii) **Service Provider:** The Service Provider should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition, for which no separate payment shall be made. Driver should be familiar with local routes and destinations including Tharparkar District.
- (xxxix) **Instruction:** As regard vehicle timings, the Service Provider will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Client.
  - (xl) **Daily Record:** A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be counter signed by Client regularly for scrutiny.
  - (xli) **Breakdown:** In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle immediately of same make & model. In case, the substitute vehicle does not report on time/does not report at all, the Client would have the right to hire a vehicle form the market and the additional cost incurred by the customer will be borne by the Service Provider.
  - (xlii) **Failure of the Services:** In case of failure of the Services in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the Service Provider's bill without any notice.

- (xliv) **Vehicle Availability:** The vehicle should be available/may be used for running in Karachi as well Outside Karachi including Tharparkar District as and when the Clients so desires.
- (xlv) **Billing:** The billing will be made on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to Client Finance office in the 1<sup>st</sup> week of the following month with Satisfactory Note of the Client.
- (xlv) **Accident:** In case of any accident, all the claims arising out of it shall be met by the Service Provider.
- (xlvii) **Assistance:** The Service Provider should approach the Client in case of any assistance or difficulty.
- (xlviii) **Physical Inspection:** The Client will do physical verification of vehicles before entering into the contract. Also, the Client will interact with drivers for general awareness and knowledge about common routes in Karachi and Tharparkar District.
- (xlviii) **Authority:** The Client is not bound to accept any quotation, nor award a contract/Work Order, nor be responsible for any costs associated with a Service Provider's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
- (xlix) **Blacklisted:** Service Provider is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm /agencies / department etc.
  - (1) **Sales Tax Registration Certificate:** Firms / Companies must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.
  - (li) **Boarding & Lodging:** Boarding & Lodging of the Driver(s) will be the responsibility of the Client without prejudice of public interest.
  - (lii) **Contract Period:** The contract may be valid for six (6) months and extendable with mutual consent. However, reviewed shall be made on every six month.

**Note:**

**This Terms & Conditions is integral part of contract agreement besides other clauses / articles.**

\_\_\_\_\_  
Stamp & Signature

## **7. Integrity Pact**

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency for Transport Services;

M/s \_\_\_\_\_, the Transport Services hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the Client or any administrative or financial offices thereof or any other department under the control of the Client through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the Client directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the Client, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the Client under any law, contract, or other instrument, be stand void at the discretion of the Client.
- (d) Notwithstanding any right and remedies exercised by the Client in this regard, company/firm/agency agrees to indemnify the Client for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the Client in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the Client.

**Note:**

**This integrity pact is mandatory requirement other than auxiliary services / works.**

\_\_\_\_\_  
Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
Stamp & Signature