

**Tender Fee: Rs.2,000/-  
(Non-Refundable)**

## **TENDER FORM**

### **Tender # TR/01/21-22**

#### **Hiring of Transport Rental Services (Framework Contract)**

**Date of Issue : February 22, 2022**

**Last Date of Submission : March 09, 2022 (3:00 PM)**

**Date of Opening of Tender : March 09, 2022 (3:30 PM)**

**Company Name:** \_\_\_\_\_

**NTN:** \_\_\_\_\_

**SRB / GST Registration Number:** \_\_\_\_\_

**Pay Order / Demand Draft # \_\_\_\_\_, Drawn on Bank \_\_\_\_\_**

**Amount of Rs. \_\_\_\_\_, Dated: \_\_\_\_\_**

## Notice Invitation Tender (NIT)

### Tender Notice

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayers of manufacture / firm / companies / supplier registered with relevant tax authorities for the following tender.

<b>Tender Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
Hiring of Transport Rental Services (Framework Contract)	Singe Stage One Envelope	2%
<b>Tender Fee &amp; Dates</b>		
Fee: Rs.2,000/-		
Issuance start date: February 22, 2022 at 9am		
Issuance end date & time: March 09, 2022 at 3pm		
Submission date & time: February 22, 2022 to March 09, 2022 from 9am to 3pm		
Opening date & time: March 09, 2022 at 3:30pm		

Tender Document may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the tender document can be downloaded from the website. The Tender fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security in the form of Pay Order or Demand Draft has to be submitted in favour of **"IBA Karachi"** along with the Financial Proposal.

Kindly mention "Tender Number" at top left corner of the envelope.

**N.B.** IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

#### **REGISTRAR**

IBA, Main Campus, Univeristy Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

Contact Person Sr. Executive Purchase on 38104700 ext: 2150

Email [tenders@iba.edu.pk](mailto:tenders@iba.edu.pk)

Website <https://www.iba.edu.pk/tenders/>

<https://ppms.pprasindh.gov.pk/PPMS/public/portal/notice-inviting-tender>

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## **1. Introduction**

Dear Bidder:

Thank you for your interest in participating in IBA tender “Hiring of Transport Rental Services (Rate Running)”. The advertisement will be available on IBA & SPPRA websites and leading newspapers on February 22, 2022.

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 best services provided by you for this procurement.

Please contact Sr. Executive Purchase for any further information or queries. The contact details of the Sr. Executive Purchase is as follows:

Muhammad Hanif  
Sr. Executive Purchase  
38104700 ext: 2150  
Email: mhanif@iba.edu.pk

Sincerely,

-sd-

Registrar

## **2. Instructions**

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant companies / firms / dealers 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 Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi from February 22, 2022 to March 09, 2022 during working 9:00 AM to 3:00 PM.
- (d) The last date of submit the Tender Document in sealed envelope in March 09, 2022 by 3:00 PM in the Office of the Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, 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 2% 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 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 mention "Tender Number" at top left corner of the envelopes. IBA, Karachi 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. BILL OF QUANTITY (One Job)

#### Annexure 'A'

#### Hiring of Transport Rental Services

Quoted Rates should be inclusive of all taxes

S. #	Description	Requirement	Rate (Per day) Inclusive of All Taxes
1	<b><u>Toyota Sedans or equivalent</u></b> Seating Capacity: 4 Model: 2018-2022 Engine Power: 1300cc Facility: Air Conditioning <b>As and when required</b>	1. Car per day with fuel (12 hours & 150-km) with Driver	
		2. Car per day without fuel (12 hours) with Driver	
		3. Fuel charges per kilometer	
		4. Full day and Night with Fuel + Driver + Toll (Out of station Btw Cities)	
2	<b><u>Daihatsu Mini Van, Suzuki Mini Van or equivalent:</u></b> Seating Capacity: 6-7 Model: 2015 – 2020 Engine Power: 660cc and Above Facility: Air Conditioning <b>As and when required</b>	1. Car per day with fuel (12 hours & 150-km) with Driver	
		2. Car per day without fuel (12 hours) with Driver	
		3. Fuel charges per kilometer	
		4. Full day and Night with Fuel + Driver + Toll (Out of station Btw Cities)	
3	<b><u>Hiace Van or Equivalent</u></b> Seating Capacity: 18 Model: 2012 and above Engine Power: 2200cc Facility: Standard (without AC) <b>As and when required</b>	1. Hiace per day with fuel (12 hours & 150-km) with Driver	
		2. Hiace per day without fuel (12 hours) with Driver	
		3. Fuel charges per kilometer	
		4. Full day and Night with Fuel + Driver + Toll (Out of station Btw Cities)	
	<b><u>Hiace Van or Equivalent</u></b> Seating Capacity: 18 Model: 2012 and above Engine Power: 2200cc Facility: Air Conditioning <b>As and when required</b>	1. Hiace per day without fuel (12 ours) with Driver	
		2. Hiace per day without fuel (12 ours) with Driver	
		3. Fuel charges per kilometer	
		4. Full day and Night with Fuel + Driver + Toll (Out of station Btw Cities)	

4	<b><u>Coaster or Equivalent</u></b> Seating Capacity: 30-32 Model: 2012 and above Engine Power: 6 Cylinder Facility: Standard (without AC) <b>As and when required</b>	Per day with fuel (12 hours& 150km) with Driver	
		Per day without fuel (12 hours) with Driver	
		Fuel charges per kilometer Fuel charges per kilometer	
	<b><u>Coaster or Equivalent</u></b> Seating Capacity: 22-28 Model: 2012 and above Engine Power: 6 Cylinder Facility: Air Conditioning <b>As and when required</b>	Per day with fuel (12 hours& 150-km) with Driver	
		Per day without fuel (12 hours) with Driver	
		Fuel charges per kilometer	
5	<b><u>Bus or Equivalent</u></b> Seating Capacity: 64 Model: 2012 and above Engine Power: 6 Cylinder Facility: Standard (without AC) <b>As and when required</b>	Per day with fuel (12 hours& 150-km) with Driver	
		Per day without fuel (12 hours) with Driver	
		Fuel charges per kilometer	
	<b><u>Bus or Equivalent</u></b> Seating Capacity: 48 Model: 2012 and above Engine Power: 6 Cylinder Facility: Air Conditioning <b>As and when required</b>	Per day with fuel (12 hours& 150-km) with Driver	
		Per day without fuel (12 hours) with Driver	
		Fuel charges per kilometer	
<b>Total Amount Annexure 'A' (Inclusive of all taxes)</b>			

**Note:**

1. Bidder is required to quote all items of Annexure 'A' for the bid to be accepted.
2. The vehicle to be used for providing transport services should be road worthy and CPLC cleared. A valid vehicle fitness certificate and CPLC clearance are required.

**Total Amount Annexure 'A' Inclusive of taxes Rupees (in words) \_\_\_\_\_**

\_\_\_\_\_

#### 4. BILL OF QUANTITY (One Job)

Annexure 'B'

#### Hiring of Transport Rental Services for Buses & Coasters

**Quoted Rates should be inclusive of all taxes for six days' week)**

S#	Description	Details / Route	Time	Qty vehicles required	Monthly Rate (Rs.) Inclusive of All Taxes
1	Hino Bus or Equivalent: Seating Capacity: 64 Model: 2000 and above Engine Power: 8 cylinders Series (Standard):  <b>As and when required</b> Point - A	IBA City Campus (source), Metropole, Clifton Bridge, Schon Circle/Boat Basin, Abdullah Shah Ghazi, Defence / Ideal Baker, Saudi Embassy, Sultan Masjid, Defence Phase IV, II, Hino Chowrangi, Baloch Colony Fly Over, Shahra-e-Faisal, Askari Petrol Pump, NIPA Fly Over/NIPA, Sir Syed University/K. U Silver Jubilee Gate, Main Campus (destination).	6:45am-8:15am <u>Pick up</u>	1	
			1:00pm		
			7:00pm		
2	Hino Coaster or Equivalent: Seating Capacity: 32 Model: 2000 and above Engine Power: 6 cylinder Series (Standard):  <b>As and when required</b> Point - B	City Campus (source), Saddar, Mehran Hotel, Cantt. Station, Gizri, Gora Kabrustan, Nursery, Awami Markaz, Karsaz, Dal Mian Road, Askari Petrol Pump, Johar More, Johar Chowrangi, Safari Park, Sui Gas Road, Maskan, IBA Main Campus (destination)	6:45am-8:15am	1	
			1:00pm		
			7:00pm		



3	<p>Hino Bus or Equivalent: Seating Capacity: 64 Model: 2000 and Above Engine Power: 8 cylinder Series (Standard):</p> <p><b>As and when required</b></p> <p>Point -C</p>	<p>City Campus (source), Saddar, Metro Pole, Clifton Bridge, 3 Talwar, 2 Talwar, Licence Branch Clifton, Abdullah Shah Ghazi, Sea View, DHA Phase-VIII, Kala Pul, Gora Kabrustan, FTC Building, Nursery, Karsaz, Dalmiyan, Askari Petrol Pump, NIPA, Safari Park, Maskan, IBA Main Campus (destination).</p>	<p>6:45am-8:15am Pick up</p>	<p>1</p>	
4	<p>Hino Coaster or Equivalent: Seating Capacity: 32 Model: 2000 and Above Engine Power: 6 cylinder Series (Standard):</p> <p><b>As and when required</b></p> <p>Point - D</p>	<p>IBA City Campus (source), Gurumandir, Lasbela, Golimar, Nazimabad &amp; North Nazimabad, Inquiry Office, Matric Board Office, Husain D'Silva Town, Nusrat Bhutto Colony, Sakhi Hassan, Nagan Chowrangi, UP More, Five Star, Tahir Vila, Cafe Piala, Ayesha Manzil, Mukka Chowk, Azizabad, Gulshan 13-D/1, Gulshan Roundabout, Main Campus (destination).</p>	<p>7:00am-8:15am</p>	<p>1</p>	
			<p>5:00pm-8:30pm Drop</p>		
			<p>1:00pm-2:30pm</p>		
			<p>5:30pm-7:00pm</p>		

5	Hino Coaster or Equivalent: Seating Capacity: 32 Model: 2000 and Above Engine Power: 6 cylinder Series (Standard):  <b>As and when required</b>  Point - E	Main Campus (source), Safoora Chowrangi, Malir Cantt. /Askari-V, Malir Cantt Gate # 5, Malir Cantt Gate # 6, Race Course Ground, Safoora Chowrangi, Rizvia Society/Chapal Garden, Dow Medical University, Aga Khan Flats, Johar Chowrangi, Kamran Chowrangi, Mausamiyat / K.U. Staff Gate # 1, Main Campus (destination)	7:00am-8:15am	1	
			1:00pm-2:30pm		
			5:30pm-7:00pm		
6	Hino Coaster or Equivalent: Seating Capacity: 32 Model: 2000 and Above Engine Power: 6 cylinder Series (Standard):  As and when required  Point - F	IBA City Campus (source)/ Numaish, PECHS/Khalid Bin Waleed Road, Medicare Hospital, Better Homes, Liberty, LNH, Dhorajee, Aga Khan University, National Stadium, Hassan Square, Sir Syed University, NIPA, Safari Park, Maskan, Main Campus (destination)	7:00am-8:15am	1	
			1:00pm-2:30pm		
			5:30pm-7:00pm		
7	Toyota Van or equivalent for School Pick & Drop Seating Capacity: 18 Model: 2000 and Above Engine Power: 2200cc Series (Standard):  Nearest in the Location mentioned Schools from IBA Staff Town <b>As and when required</b>	IBA Staff Town (source), Gulzar-e-Hijri, Abul Hasan Isphani Road, Patel Hospital, Disco Bakery, Moti Mahal, Neepa, Shaikh Zayed Gate, Rim Jhim Towers (Gulshan), IBA Main Campus, IBA Staff Town, IBA Main Campus (destination)	7:00am-8:15am	1	
			12:00pm-2:30pm		
<b>Total Amount Annexure 'B' (Inclusive of all taxes)</b>					

**Note:**

- 1. Bidder is required to quote all items of Annexure 'B' for the bid to be accepted.**
- 2. The vehicle to be used for providing transport services should be road worthy. Valid vehicle fitness certificate is a requirement.**

**Total Amount Annexure 'B' (Inclusive of all taxes) = Rs. \_\_\_\_\_**

**Grand Total Amount Annexure 'A' + Annexure 'B'**

**(Inclusive of all taxes) = Rs. \_\_\_\_\_**

**Grand Total Amount in words (inclusive of all taxes) Annexure 'B' + Annexure 'B'**

**Rs. \_\_\_\_\_**

\_\_\_\_\_

**The bidders are requested to use the following base prices of the fuel for calculation of fuel/km rates:**

Base Price of Petrol : Rs. \_\_\_\_\_ as on date:

Base Price of Diesel : Rs. \_\_\_\_\_ as on date:

**In case of any revision by Ministry of Petroleum in the fuel prices, the adjustment on the same percentage shall be allowed accordingly (on the monthly basis only)**

## **5. BIDDING DATA**

- (a). Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b). Brief Description of Works:** Hiring of Transport Rental Services (Framework Contract)
- (c). Procuring Agency's address:-** IBA, Karachi Main Campus, University Road, Karachi
- (d). Amount of Bid Security:-** Bid Security of 2% 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 March 09, 2022 by 3:00 PM in the Office of the Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, 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 March 09, 2022 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (i). Time for Completion from written order of commence:-** 10 days
- (j). Liquidated damages:-** Liquidated damage will be imposed due to delayed in timing & if deemed necessary termination of the contract may be awarded in the interest of IBA, Karachi.
- (k). Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**
- # ..... , Amount :Rs.....Drawn on Bank..... Dated.....**

## **6. BIDDER QUALIFICATION CRITERIA**

<b>S. No</b>	<b>Mandatory Eligibility Criteria (Attach Supporting Document)</b>	<b>Remarks Yes / No</b>
1	Minimum 3 years relevant experience preferably in academic institutes.	
2	Last 3 years' turn over with minimum 3 million (per year) as bank statement or financial statement	
3	"Sales tax registration certificate both FBR and / or SRB" and NTN certificates at the time of submission of bid.	
4	Affidavit of no dissatisfactory performance at any institution / organization.	

## **7. 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 services/works liable to non-acceptance.
- (iii) **Duration:** The period of Execution will identify on Contract Agreement for One year extendable with mutual consent.
- (iv) **Accident / 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) **Liquidated Damage:** Liquidated damage will be imposed due to delayed in timing & if deemed necessary termination of the contract may be awarded in the interest of IBA, Karachi.
- (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. IBA, Karachi 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 made after deduction of Withholding Tax(es) as per Government regulations.
- (ix) **Rejection of Services:** IBA, Karachi 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 IBA, Karachi. The decision of the IBA, Karachi will be final and should be abided by the Service Provider and IBA, Karachi. 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 Purchase & Stores Department with Satisfactory Note of the IBA, Karachi.
- (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 IBA, Karachi 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.

- (xiv) **Bid Security:** 2% 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 IBA, Karachi after inspection. Vehicle(s) can't be changed / replaced without prior permission of IBA, Karachi authority.
- (xvi) **Performance Security:** Successful bidder should provide 5% of total value of Work Order Performance Security in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall kept during agreement period
- (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:** IBA, Karachi 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 Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.
- (xxvii) **Submission of Documents:** Last date for tender submission is March 09, 2022 up to 3:00 PM.
- (xxviii) **Opening of Tender:** Tender will be opened on March 09, 2022 on 3:30 PM at IBA Main Campus, University Enclave, 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) **Non Filer:** If contractor is non-filer, than additional taxes will be imposed accordingly, so that all applicable taxes should be submitted in govt treasury against the invoices submitted by the selected contractor.
- (xxxi) **Stamp Duty:** Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- (xxxii) **Limitation:** There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis.
- (xxxiii) **Liability:** IBA, Karachi, 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 Contractor.
- (xxxiv) **Neat & Clean Vehicle:** A cleaner / gate keeper will be deputed on every vehicle for up keep and ushered for the commuters besides, the driver.



and the cleaner is the responsibility of the contractor. 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. The vehicles to be supplied should be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. should be decent looking and are well maintained during the contract period.

- (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, IBA, Karachi would have a right to hire a vehicle from the market and the additional cost incurred the IBA, Karachi will be borne by the Service Provider.
- (xxxvi) **Period:** The vehicle must be available at any time on any day as desired by the IBA, Karachi. The vehicle and the driver should not be changed unless requested by the IBA, Karachi.
- (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 should be medically fit and 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/English.
- (xxxviii) **Communication Resources:** 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.
- (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 IBA, Karachi.
- (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 IBA, Karachi 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 IBA, Karachi 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.
- (xliii) **Indemnity:** In case of any accident, all the claims arising out of it shall be met by the Service Provider.
- (xliv) **Assistance:** The Service Provider should approach the IBA, Karachi in case of any assistance or difficulty.

- (xlv) **Physical Inspection:** The IBA, Karachi will do physical verification of vehicles before entering into the contract. Also, the IBA, Karachi will interact with drivers for general awareness and knowledge about common routes in Karachi.
- (xlvi) **Authority:** The IBA, Karachi 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.
- (xlvii) **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.
- (xlviii) **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.
- (xlix) **Boarding & Lodging:** Boarding & Lodging of the Driver(s) will be the responsibility of the Service Provider without prejudice of public interest.
  - (l) **Contract Period:** The contract may be valid for 1 year and extendable with mutual consent.
  - (li) **Service Assign:** Work Order might be awarded on part of annexure basis, so that lowest responsive contractors can be awarded work on each categories.
  - (lii) **Parking:** Vehicle must be parked in the premises of the IBA, Karachi during pick & drop timings.
  - (liii) **Sole Discretion:** Any of the mentioned vehicles will be hired on the basis of requirement / number of students at the sole discretion of IBA.
  - (liv) **Restriction:** Vehicle will not ply for commercial purpose or any other reason during the stipulated timings specified for the IBA, Karachi services.
  - (lv) **Avoid Transfer:** The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.
  - (lvi) **Police Verification:** The Service Provider shall deploy drivers on IBA only after police verification. All drivers deployed on IBA will carry CNIC & Identity Card issued by the contracting agency.
  - (lvii) **Disciplinary Action:** In case, the drivers employed by the successful agency / firm / company commits any act of omission / commission / tip that amounts to misconduct / indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from IBA site.
  - (lviii) **Vehicle Fitness Certificate:** The vehicle to be used for providing transport services should be road worthy. A valid vehicle fitness certificate is a requirement.
  - (lix) **Fire Extinguishers:** All vehicles use for IBA, Karachi must be fixed & carried fire extinguishers especially for POL & allied matter.
  - (lx) **Conditional /Optional / Alternate Bids:** Such bids will not be accepted.

**Note:**

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

## **8. 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 IBA, Karachi or any administrative or financial offices thereof or any other department under the control of the IBA, Karachi 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 IBA, Karachi 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 IBA, Karachi, 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 IBA, Karachi under any law, contract, or other instrument, be stand void at the discretion of the IBA, Karachi.
- (d) Notwithstanding any right and remedies exercised by the IBA, Karachi in this regard, company/firm/agency agrees to indemnify the IBA, Karachi for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA, Karachi 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 IBA, Karachi.

**Note:**

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

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 \_\_\_\_\_