

**NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)**

**BIDDING DOCUMENTS  
FOR SUPPLY OF LOT-1 RENTED VEHICLES  
AT DBCG SITE OFFICE, CHILAS**

**OCTOBER 2022**

**NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)  
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**BIDDING DOCUMENTS  
FOR SUPPLY OF LOT-1 RENTED VEHICLES  
AT DBCG SITE OFFICE, CHILAS**

**TERMS AND CONDITIONS**

**1. Introduction**

NESPAK led Diamer Basha Consultants Group (DBCG) (the Purchaser) wishes to receive Bids on "Single Stage Two Envelope" bidding procedure for Supply of Lot-1 Rented Vehicles at DBCG Site Office, Chilas.

The prospective Bidders, who have down loaded the Bidding Documents from the Purchaser's website, must regularly visit the website for downloading the addendum, if any.

**2. Scope of Supply**

The Scope of Supply for Lot of Items/Goods/Services is described in detail in respective Schedule of Prices as attached hereto.

The Bidders may submit a Bid for complete Scope of Supply of the Lot as per Schedule of Prices. Any Bid covering partial Scope of Supply of the Lot will be rejected.

**3. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**4. Validity of the Bids**

The Bids shall remain valid for a period of ninety (90) days after the date of Bid opening.

**5. Documents Comprising the Bid**

Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other the Financial Proposal, each containing the documents listed here under, both envelopes enclosed together in one outer single envelope.

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### **a) Technical Proposal**

The 'Technical Proposal' shall comprise the following:

- i. Duly filled-in, signed and stamped Letter of Technical Proposal;
- ii. Company Registration Certificate;
- iii. NTN Certificate and extract of Active Taxpayer List;
- iv. GST Certificate;
- v. An affidavit on stamp paper of Min. Rs. 50 duly attested by the Oath Commissioner certifying that “We have neither been blacklisted nor involved in any litigation/arbitration with any Government or Semi-Government Organization/Department”; and
- vi. These Bidding Documents duly signed and stamped.

### **b) Financial Proposal**

The 'Financial Proposal' shall comprise the following:

- i. Duly filled-in, signed and stamped Letter of Financial Proposal;
- ii. Bid Security amounting to three percent (3%) of the Bid Price in the form of demand draft/pay order/CDR in favour of National Engineering Services Pakistan (Pvt.) Limited (NESPAK); and  
(Bid Security of unsuccessful Bidders shall be returned upon award of the respective Lot(s) to the successful Bidder(s); whereas the Bid Security of successful Bidder(s) shall be returned when the Bidder(s) has furnished the required Performance Security.)
- iii. Duly filled-in, signed and stamped Schedules of Prices of respective Lot(s) being quoted by the Bidder(s).

The Bids comprising Technical and Financial Proposals must be complete, in order and comprise documentary evidences for each requirement mentioned in these Bidding Documents.

## **6. Bid Prices, Currency of Bid**

The prices in Schedule of Prices shall be quoted by the Bidder entirely in Pak Rupees. The payment shall also be made in Pak Rupees. The Bid Price shall be quoted inclusive of all prevailing duties and taxes such as income tax, GST, etc.

The terms of payment shall be as under:

- i. Payment shall be made through crossed cheque within thirty (30) days after submission of invoice and upto the entire satisfaction of the Purchaser at DBCG Site Office Chilas, as per unit rates quoted in the Schedule of Prices.

Sign & Stamp of the Bidder

- ii. No payment shall be made in advance.
- iii. Payment shall be made after deduction of applicable taxes (income tax, GST etc.) at source, as per Government Rules/Instructions/Notifications.
- iv. The prices quoted by the Bidder shall remain firm and fixed during the entire Term of Supply and up to the issuance of 'Certificate of Completion' for the Lot.

## **7. Bid Submission, Opening and Clarification**

The documents comprising Technical Proposal will be sealed in a separate envelope titled as "Technical Proposal". The documents comprising the Financial Proposal will be sealed in another envelope titled as "Financial Proposal". The Bidders shall also submit one (01) copy each of Technical and Financial Proposals. Both Proposals will then be sealed in a third envelope titled as "Bid for supply of Lot-1 Rented Vehicles at DBCG Site Office, Chilas".

The Bid, prepared in accordance with the above provisions must be submitted latest by deadline for submission of Bids mentioned in Invitation to Bid. The Bids submitted through fax or e-mail shall not be considered. The Technical Proposals will be opened on same day in the presence of the Bidder's authorized representatives. Financial Proposals will remain unopened and will be held in the custody of the Purchaser until time of its opening.

After having examined the Technical Proposals, the results of responsiveness of Technical Proposals will be communicated by the Purchaser to all Bidders. The Financial Proposals of those Bidders whose Technical Proposals have been held non-responsive will be returned unopened to the respective Bidders. The Bidders, whose Technical Proposals are held substantially responsive, will be invited to attend the meeting for opening of their Financial Proposals.

The Bidder's name, Bid Prices, any discount, the presence or absence of Bid Security and such other details as the Purchaser at its discretion may consider appropriate, will be announced by the Purchaser at the opening of Financial Proposals of the Lot. Any Bid Price or discount which is not read out and recorded at Financial Proposals' opening, will not be taken into account in the evaluation of Financial Proposals.

The Purchaser will prepare the record of the Bid opening (Technical & Financial). Representatives of the Bidders who choose to attend shall sign the attendance sheet.

To assist in the examination, evaluation and comparison of Bids the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

Sign & Stamp of the Bidder

## **8. Evaluation Criteria**

The Purchaser will evaluate the Bids as per the following criteria:

- a) The Purchaser will determine whether each Technical Proposal submitted for the Lot is substantially responsive to the requirements of the Bidding Documents. A substantially responsive Technical Proposal is one which substantially conforms to all the terms, conditions and requirements of the Bidding Documents. The Purchaser may reject any Technical Proposal as non-responsive if found not meeting the requirements of the Bidding Documents.
- b) The Purchaser will evaluate and compare the Financial Proposals of the Bidders whose Technical Proposals submitted for the Lot are declared substantially responsive to the requirements of the Bidding Documents. Selection will be based on Least Cost Method. Furthermore, any Financial Proposal not accompanied by an acceptable Bid Security shall be rejected by the Purchaser as non-responsive.
- c) Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Purchaser, provided such waiver does not prejudice or affect the relative ranking of any other Bidder.

## **9. Notification of Award**

The Purchaser will award the Lot to the Bidder whose Bid has been determined as most advantageous bid being substantially responsive to the Bidding Documents with lowest Bid Price in Lot.

Prior to expiration of the period of Bid validity prescribed by the Purchaser, the Purchaser will notify the successful Bidder in writing ("Letter of Acceptance") that his Bid has been accepted. This letter shall name the sum which the Purchaser will pay the Supplier (the successful Bidder) in consideration of the execution and completion of the Supply of Items/Goods as prescribed by the Lot (hereinafter called the "Contract Price").

Notwithstanding the above, the Purchaser reserves the right to annul the bidding process and reject all Bids, at any time prior to Award as per Rule 33 of Public Procurement Rules 2004.

## **10. Performance Security**

The successful Bidder (the Supplier) under the Lot shall furnish to the Purchaser a Performance Security, in the form of Bank Guarantee from Scheduled Bank in Pakistan for the amount equal to 10% of Contract Price within a period of seven (07) days after the receipt of Letter of Acceptance. The Performance Security shall be valid till the execution/completion of Services under the Lot. Failure of the successful Bidder to comply with the requirement of submission of the Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid

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Security.

**11. Term of Supply**

The Supplier shall perform Services under the Lot, within one (1) week from the date of issuance of Letter of Acceptance.

The Services under the Lot shall be monitored by the Purchaser through an authorized personnel and shall be rejected if not found according to the requirements of the Bidding Documents; the Purchaser shall not be responsible for any costs or expenses incurred by the Supplier on this account.

In case of any unacceptable reason attributable to the Supplier, the Purchaser will have the right to cancel the Award and forfeit the Supplier's Performance Security.

Sign & Stamp of the Bidder

**LETTER OF TECHNICAL PROPOSAL**  
**SUPPLY OF LOT-1 RENTED VEHICLES**  
**AT DBCG SITE OFFICE, CHILAS**

To:

NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)  
49-H, Gulberg-III, Lahore.

Gentleman,

1. We have examined and have no reservations to the Bidding Documents including Addenda, if any.
2. We hereby offer to supply the Items/Goods/Services stated in the Bidding Documents for Lot No. \_\_\_\_\_ in conformity with these Documents.
3. We undertake, if our Bid is accepted, to supply the Items/Goods/Services comprised in the Letter of Acceptance within the time stated in the Bidding Documents.
4. We agree to abide by this Bid for the period of ninety (90) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Bidding Documents for the due performance and execution / completion of the Supply of Items/Goods/Services.
7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Supply.
8. We are not under temporary suspension or debarred/blacklisted by any Government/Semi Government/Public Department whether notified or not by PPRA on its website.
9. We are not participating as Bidders, in more than one Bid in this bidding process; and
10. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Sign & Stamp of the Bidder

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of

\_\_\_\_\_  
(Name of Bidder in Block Capitals)  
(Seal)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

CNIC \_\_\_\_\_

Sign & Stamp of the Bidder



**LETTER OF FINANCIAL PROPOSAL**  
**SUPPLY OF LOT-1 RENTED VEHICLES**  
**AT DBCG SITE OFFICE, CHILAS**

To:

NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)  
49-H, Gulberg-III, Lahore.

Gentleman,

1. We have examined and have no reservations to the Bidding Documents including Addenda, if any.
2. We hereby offer to supply the Items/Goods/Services stated in the Bidding Documents for Lot No. \_\_\_\_\_ in conformity with these Documents for the Total Bid Price of PKR \_\_\_\_\_ (Pak Rupees \_\_\_\_\_).
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of \_\_\_\_\_ drawn in your favour or made payable to you.
4. We agree to abide by this Bid for the period of ninety (90) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid you may receive.
7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Supply.
8. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Sign & Stamp of the Bidder

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf of

\_\_\_\_\_  
(Name of Bidder in Block Capitals)  
(Seal)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

CNIC \_\_\_\_\_

Sign & Stamp of the Bidder

**SCHEDULE OF PRICES**

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**SUPPLY OF LOT-1 RENTED VEHICLES  
AT DBCG SITE OFFICE, CHILAS**

**SUMMARY OF SCHEDULE OF PRICES**

Sr. No.	Lot No	Total Price (PKR)

**Bid Price (PKR):** \_\_\_\_\_

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## **LOT-1 RENTED VEHICLES (SITE OFFICE CHILAS)**

### **SCOPE OF SUPPLY**

- The rates should include driver's pay and all taxes etc.
- The lowest bidder is bound to provide the vehicle on as and when required basis.
- Lowest rates established will be applicable for next 12 months.
- The vehicle rental company should have their valid business office with Landline No. & Cell No.
- The Purchaser is liable for parking fees, tire puncture and toll taxes.
- The Purchaser shall be responsible for all the costs and expenses of diesel. The Purchaser shall be responsible for change of Mobil Oil, Fuel Filter & Service of the vehicle after every 5,000 Kms running. Air Filter shall be replaced after every 10,000 Kms running.
- Any other repair & maintenance of the vehicle shall be the responsibility of the vehicle rental company.
- Comprehensive insurance cover of the vehicle shall be arranged by the vehicle rental company.
- In case of non-availability of vehicle (due to break down or any other reason) alternate arrangement of the equivalent standard shall be provided within two (02) hour by the vehicle rental company, otherwise the renter may have to arrange at the risk of the vehicle rental company and in such case amount from his monthly rent shall be deducted accordingly.
- The vehicle rental company shall ensure that the drivers provided for the Project shall be efficient, well behaved/good mannered, literate, experienced, medically fit and must have a valid driving license.
- The vehicle will be at the disposal of the Transport Incharge, DBCG for 24 hours a day.
- Vehicle shall be parked at the designated project/site offices or place as designated by the Transport Incharge after the duty.

- The driver duty will be of 12 hours and for full calendar month, except Sunday.
- No accommodation, lunch or dinner will be provided by the Purchaser.
- The vehicle rental company shall be responsible to comply with all applicable labour laws and provide EOBI & insurance cover to its drivers against death and disability.
- The vehicle rental company shall be responsible and answerable for the personal conduct of all its employees, if found involved in any illegal, immoral or criminal activity.
- In case, any of the Driver provided by the vehicle rental company is found guilty of misconduct, he will be returned to the vehicle rental company forthwith for taking necessary action. However, the vehicle rental company in the meantime shall immediately arrange replacement within one (01) hour.
- In case of any absentee/illness or weekly rest/leave of any driver, replacement will be provided by the vehicle rental company. The Renter reserves the right to make deductions on pro-rata basis, of which it will be the sole judge, if the attendance of drivers is irregular/absent.
- The vehicle rental company should have their valid minimum three (03) business office in the major cities of Pakistan.
- The vehicle rental company should have minimum ten (10) years' experience.

**LOT-1 RENTED VEHICLES (SITE OFFICE CHILAS)**

**SCHEDULE OF PRICES**

**MONTHLY RATES**

<b>Sr. No.</b>	<b>Description</b>	<b>Model</b>	<b>Monthly Rates</b>
1.	Toyota Hilux Revo Double Cabin	2021-2022	
		2019-2020	
		2017-2018	
2.	Toyota Coaster	2019-2020	
		2017-2018	

**DAILY RATES**

<b>Sr. No.</b>	<b>Description</b>	<b>Model</b>	<b>Daily Rates</b>
1.	Toyota Hilux Revo Double Cabin	2021-2022	
		2019-2020	
		2017-2018	
2.	Toyota Coaster	2019-2020	
		2017-2018	