

Doc 3: Instructions to Tenderers

1. Services to be provided

Lot No. 01: Rented Motor Car on monthly basis for the districts of Peshawar and Nowshera in KP

S r. N o.	Particulars	Specifications	Total Qty.	Frequency
1	Require services of Rent A Car on monthly rent Basis for Motor Car (with Driver without fuel)	Sedan Car, Model 2012 to 2014, Engine 1300 to 1600 cc, ABS brakes, with working AC, seating capacity 4 with seat belts, Fuel Type CNG + Petrol, with literate driver ability to fill log books, having valid driving license (Fuel will be provided by IDEA Vehicle should be equipped with Tool Box, Toe Chain, Jumper wire, Fire Extinguisher, First Aid box.	04 Vehicles 2 for Peshawar 2 for Nowshera	11 Month

Lot No. 02: Rented Motor Car on monthly basis for the districts of Quetta, Pishin and Qilla Abdullah in Baluchistan

1	Require services of Rent A Car on monthly rent Basis for Motor Car (with Driver without fuel)	Sedan Car, Model 2012 to 2014, Engine 1300 to 1600 cc, ABS brakes, with working AC, seating capacity 4 with seat belts, Fuel Type CNG + Petrol, with literate driver ability to fill log books, having valid driving license (Fuel will be provided by IDEA Vehicle should be equipped with Tool Box, Toe Chain, Jumper wire, Fire Extinguisher, First Aid box.	06 Vehicle 2 for Quetta 2 for Pishin 2 for Qilla Abdullah	11 Month
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Note:

1. Rented vehicles shall be hired for a period of 11 Month (extendable) on need basis under framework contract,
2. Payment details of the supplier must be clear stated e.g. to whom cheque should be addresses and if necessary.
3. Payment will be made on monthly basis after provision of proper invoice, and other relevant documents by the supplier.

2. Closing date and time for submission of tenders :

11/11/2022 at 02:00PM

3. Submission of tenders

House # 02, Street # 01, Palosai Road Rahat Abad, Peshawar

4. Schedule for vehicle rental services

Rented vehicles shall be provided within three (03) days after signing of contract.

5. Language of offers

All tenders' documents are to be submitted in English

6. Period of validity of offers

All bids must be valid for One Year from the tender submission date.

7. Currency

Pakistani Rupee

8. Terms

The prices must be inclusive of all applicable taxes, tracker fees (optional), driver's salary, any insurance claim related and allied costs up till the delivery of services in mentioned districts.

The Service provider must quote only one option for vehicle rent. Bids received with more than one options and rates may be rejected. Owners must have to attach CNIC copies of own and their driver(s).

Bidders must quote only one option with clearly mentioned make & model of the vehicles. Bids received with more than one options and rates may be rejected.

Rates must be inclusive of all type of taxes, vehicle rent, driver wages, TA/DA and all other allied costs.

Vehicles of the short-listed supplier will be inspected by the tender committee before final decision. Shortlisted vendors will present their vehicles at IDEA office at their own cost.

Selected supplier/vendor/company will have to submit a pay order/ demand draft in favour of "IDEA" with a value of lump sum of 150,000/- PKR as a Performance Guarantee. This Guarantee amount will be released after the successful completion of the contract.

Bidders can apply for a single or multiple Lots. IDEA reserves the right to divide the order Lot wise.

Service providers and their staff must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed

IDEA reserves the right to change the required quantities or vehicle hiring period or accept or reject any or all tender forms without assigning any reason.

Type of contract

Services agreement

9. Script Required

Firms information form & driver information form elaborating the firm and driver must be submitted along with the tender form to **House # 2, Street # 1 Rahatabad Peshawar** on or **11/11/2022 at 02.00PM**, with the name of the bidder clearly marked.

10. Content of tenders

- Technical Specification (experience)
- Financial Offer
- Signed Tenderers Declaration
- Company Certificate of Registration
- Completed 'Tenderers Relevant Experience Form'

-Script.

11. Opening of tenders

Tender will be opened at **House # 2, Street # 1 Rahatabad Peshawar, at 11/11/2022 at 02.30PM** in the presence of vendors or their representatives, who wish to witness the tender opening.

12. Vehicles Inspection

Vehicles of the shortlisted supplier will be checked by the inspection team. Supplier will have to present the vehicles on his/her own cast at IDEA Office

13. Performance Guarantee

Supplier/vendor/company will have to submit a pay order/ demand draft in favour of “IDEA” with a value of lump sum of 150,000/- PKR as a bid security this bid security will remain as Performance Guarantee of the selected supplier/contractor. The Guarantee amount will be released after the successful completion of the contract.

14. Evaluation of tenders

Lowest price will not be the sole criteria; vehicle condition / quality, driver’s information & previous experience will also be considered.

15. Cancellation of the tender procedure

Tender evaluation committee reserves the right to change the model of the required vehicle, quantities or vehicle hiring period or cancel/reject any or all offers without assigning any reason.

16. Appeals Process

Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Chief Executive – IDEA

17. Data protection

IDEA guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. IDEA guarantees confidentiality of the procurement process.

18. TOR for Vendor

- A complete firm information and driver information form will be submitted to IDEA with the tender form.
- Supplier will be responsible for provision of driver’s salary/ overtime and maintenance of the vehicle. IDEA will be responsible for filling of petrol /CNG. And supplier will change engine oil & filter according to the vehicle logbook supplied by IDEA and completed/ updated by the driver.
- Supplier agrees that the vehicle will be used for both on and off road driving with flexible hours as well as for transportation of reasonable loads according to the need.
- All charges, taxes, dues and contribution imposed by whatever authority in relation to this contract will be the sole responsibility of the Supplier. All applicable Government taxes at admissible rate shall be deducted at source by IDEA from Supplier and quadruplicate copy of the IT receipt shall be provided to the Supplier if required on written request.
- In case of any accident or mishap, (Snatching of vehicle etc.) IDEA will not be responsible for any kind of damages/penalties/payment to any third party in any case.
- The supplier will be responsible to provide vehicle in good road-worthy condition and with fire extinguisher, first aid box, tool box and vehicle tracking device(s) installed in the vehicle (Optional);
- In context to contract, the service provider will be responsible to assign/provide with the vehicle(s) driver(s) having good/sound physical and mental health (with no disability), valid driving license and of age not exceeding 55 years. The driver must be literate to an extent that he can manage the vehicle log book. The Service Provider will also ensure that provided/assigned driver(s) will abide by the rules and

regulations set by IDEA. They will follow the instructions received from IDEA or its staff during course of duty. Violation committed by the driver shall be considered as committed by the service provider.

- Any item supplied by IDEA /Project coordinator for the rented vehicle during the rental period will be returned on termination of the contract.
- In case of evacuation from KP & Islamabad the vehicle can be moved anywhere within Pakistan by the organization with driver or on self-drive bases but in the latter case the responsibility of the vehicle will lie with the Organization. IDEA can give notice of any such movement to the Supplier prior to such movement at the given contact numbers of the Supplier/contractor.
- A trial period of thirty (30) days applies from the starting date to allow the organization to ensure the vehicle is in a safe worthy condition.
- All maintenance and service will be the responsibility of vehicle supplier. Maintenance and service should be carried out by supplier on every 5000 KM and record of the same be maintained.
- Vehicle Supplier will impose no limit or penalty or have no restriction on the mileage covered by the vehicle during this contract or any extension thereof.
- In case of any violation of above terms and conditions, reserves the right to terminate the contract at once and the balance of the payment by either Party shall be paid or reimbursed.
- IDEA in any case will not be responsible for the documents (Customs etc.) and in case of any problem and reserves the right to terminate the contract.
- Firm will be responsible for the arrangement of required vehicle and driver.
- Salary of the driver, tracker fees and any other maintenance of vehicle will be the responsibility of firm.
- Payment will be made on monthly basis upon submission of proper invoice to IDEA and log book of each vehicle.
- Firm will provide the complete detail of driver and vehicle along with photocopies of necessary documents along with tender form at the time of submission.
- Vehicles will be parked in IDEA premises as per instruction.
- Supplier shall ensure availability of vehicles during the contract period, in case of absence of vehicle / driver, then vendor shall bear the cost for per day rent / daily wages or shall provide other vehicle / driver along with authority letter in substantiation of the vehicle / driver otherwise per day rent will be deducted from monthly rent.
- In case of any breakdown, supplier will be bound to provide a replacement vehicle of the similar specification within four hours of receiving the complaint.
- In case of repair & maintenance of the vehicle, supplier will be bound to get repaired the vehicle in one day or will provide the replacement vehicle of the same specifications. In case of failure to provide a suitable vehicle will incur a deduction to the monthly rent of the daily average rent basis.