

TENDER DOCUMENT

Vehicle Services Required

1. Vehicle Services required for the field office at Talukha Khairpur Nathan Shah (KN Shah) District Dadu, Sindh under the Project: Flood 2022 Early Recovery & Response Project for 5000, HHs of District Dadu.

Tender No. 01/2023 (SINDH)



Management & Development Foundation-MDF
Bungalow # B-30, Government Employees Cooperative Housing
(G.E.C.H) Society, Near Soneri Bank Qasimabad, Hyderabad
Phone # 022-265-2290

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Part A: INVITATION FOR BIDS

Sealed bids are invited from registered Vendors or Vehicle Service Providers in the Pakistan for the provision of services required for the Vehicles with specifications given below in tabular form, the services are required at MDF Field Office Khairpur Nathan Shah

1. Required the 4 vehicles on monthly basis for 10 months (March-2023 to December,2023 at field office Khairpur Nathan Shah District Dadu.

S. No	Detail	Specification	Rate Per month/Per Vehicle without Petrol	No # of Vehicles
01	Toyota Corolla Car (GLI) 1300 CC Model 2018 or above	4 seating capacity. For field visit on monthly rent basis including literate driver having valid driving license, ability to fill log book and vehicle maintenance, Engine Type. Good AC Working. Vehicle must be furnished with necessary equipment, tools, toe chain etc. Whereas Mobil oil, filter, wash and other all the maintenance and services will be sole responsibility of vendor. MDF only provide petrol for field visits		04 Vehicles required
02	Toyota Corolla Car (XLII) 1300 CC Model 2018 or above	4 seating capacity. For field visit on monthly rent basis including literate driver having valid driving license, ability to fill log book and vehicle maintenance, Engine Type. Good AC Working. Vehicle must be furnished with necessary equipment, tools, toe chain etc. Whereas Mobil oil, filter, wash and other all the maintenance and services will be sole responsibility of vendor. MDF only provide petrol for field visits		
03	Suzuki Cultus Car 1000 CC model 2018 or above	4 seating capacity. For field visit on monthly rent basis including literate driver having valid driving license, ability to fill log book and vehicle maintenance, Engine Type. Good AC Working. Vehicle must be furnished with necessary equipment, tools, toe chain etc. Whereas Mobil oil, filter, wash and other all the maintenance and services will be sole responsibility of vendor. MDF only provide petrol for field visits		

Following are the basic criteria for participation in the tender: -

- Four vehicles' services required on monthly basis for the 10 months emergency response project for the period of (March-2023 to December,2023 at Taluka Khairpur Nathan Shah District Dadu.
- Bidder will submit the Profile along with registration certificates (NTN & SNTN) etc.
- The Quoted rates will be valid for 10 months, so the bidder will provide the rates for next 10 month. If the project duration will extend then contract with selected service provider will be extent for that period with the mutual consent of both parties.
- The firms should be registered with Government and have a valid NTN & SNTN certificates. Tax will be deducted as per Government's existing rule.
- Drivers must have at least 3-year experience of driving LTV's cars/jeep, must hold driving license valid for minimum 1 year within Pakistan, and able to read and write vehicle log book.
- Services of vehicles will be provided at field office KN Shah within 07 days from the date of signing of contract.
- Sealed bids should reach the **Management & Development Foundation (MDF)**, Head Office, Bungalow # B-30, Government Employees Cooperative Housing (G.E.C.H) Society, Near Soneri Bank Qasimabad, Hyderabad, Sindh through registered courier or By Hand on or before **01-03-2023 by 5:00 PM**. A Sealed Bid Box is placed at MDF Head Office.
- Sealed Bids will be opened on 02-03-2023 at 11: 00 AM and bid evaluation report will be shared with all vendors and meeting will be conducted with the successful bidder for signing of contract agreement.
- The quoted rates should be inclusive of all Government applicable taxes (FBR+SST)

Part B: Terms & Conditions including Evaluation Criteria

1. Sealed Bidders are invited from registered service provider/Supplier in Pakistan for the services mentioned under Part A for Management & Development Foundation (MDF), (hereinafter referred to as "Purchaser").
2. Single stage – one envelope bidding procedure shall be applied, which means that each bid shall comprise one single envelope containing financial proposal/Rates along with vendor profile and all required documents and specifications. The bid found to be the lowest evaluated bid shall be accepted, subject to the previous experience quality services as per given specification and approval of procurement committee.
3. The bid should be submitted in sealed envelope to be addressed to the Purchaser at the address given in the Tender Document and a statement: "DO NOT OPEN BEFORE time & date.
4. If the envelope is not properly sealed and marked as mentioned above, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.
5. Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser in the tender document will be rejected and returned unopened to the Bidder.
6. The Tender/Procurement committee, will open the tender box on the very next day of closing date of bid submission and share the information with the successful and rejected bidders.

7. During the evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for any clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
8. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected.
9. The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
10. Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Law, specifications, quality, quantity etc will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
11. If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
12. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.
13. For the purposes of determining the lowest evaluated bid, facts other than price such as previous performances, previous experience, quality assurance, financial soundness and such other details as the Purchaser, at its discretion, may consider appropriate will be taken into consideration. Following documents should be submitted along with the bid for evaluation: -
 - The bidder must provide the detail of its sub-offices (if any).
 - The firms should be registered with Income Tax and Sindh Sales Tax/GST. And submit the hard copies of Registration Certificates, National Tax Number (NTN) & SNTN. Tax will be deducted as per Government applicable laws.
 - A statement, stating ability to ensure the supply of goods/Services to the specified destinations within the given time schedule.
 - The bidder will quote the rates and Service/purchase order will be issued to successful bidder and sign the agreement of total project tenure.
 - The Quoted rates will be valid for 10 months, so the bidder will provide the vehicle services for next 10 months on same rates as per terms and conditions mentioned in the tender document
14. The Purchaser will disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification, as Supplier was false and materially inaccurate or incomplete.
15. Form of Price Schedule is to be filled in very carefully, preferably typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Any

interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

16. The specifications different from the demand of enquiry will straightway be rejected.
17. Bids shall remain valid for the period of 10 months after the date of opening of bids. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
18. The Bidder is required to offer competitive price. All prices must include the all taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the taxes shall be passed on to the Purchaser.
19. Price offered for any item/service should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer will also be considered as non-responsive Bidder.
20. While submission of bid, the present trend/ inflation in the rate of goods/ services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services will be entertained.
21. Prices shall be quoted in Pak Rupees inclusive all applicable taxes.
22. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
23. A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing at the Purchaser's address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for clarification of the bidding documents, which it receives no later than 3 days prior to the deadline for the submission of bids prescribed in the Invitation for Bids.
24. At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
25. The services of vehicles required at MDF Field Office KN Shah District Dadu as per schedule of requirement on the risk and cost of the Bidder. All Zila, Octroi and other provincial/district taxes will be born by the Supplier.
26. The Successful firm / vendor will provide the services mentioned under Part A as per Tender requirements
27. Provided vehicles will be acceptable subject to physical inspection/ examination after receipt of service provider in accordance with the specification.
28. If any item/service is found to be against the required specifications, the Purchaser may reject the item (s)/Service (s) and the Supplier shall either replace the rejected item (s)/service (s) or arrange alterations necessary to meet the required specifications free of cost. Replacement of the rejected supplies/service must be completed within 07 days from the date of communication of decision to the Seller/ Supplier by the Management & Development Foundation (MDF).
29. In case delivery/services is not completed within the time frame specified in the schedule of requirement, the Contract to the extent of non-delivered portion of supply/services will

stand cancelled by giving formal notice to this effect. If the firm fails to supply all the Contracted items/Services of whole consignment, the Purchaser's account and the firm will be blacklisted for future participation minimum for two years.

30. For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing with sufficient and valid evidence of such condition and the cause thereof. The Force Majeure Committee will examine the pros and cons of the case and all reasonable alternative means for completion of supply order under this Contract and will submit its recommendations to the competent authority. However, unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.
31. Sealed bids to be submitted to the Management & Development Foundation (MDF) on or before the date, time and venue advertised in the Tender Document. The Tenders will be opened on the very next day of closing date mentioned in the tender document.
32. The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.
33. In case of any dispute, decision of the Grievances Procurement Committee, MDF will be final and binding upon the parties.
34. Management & Development Foundation (MDF) reserves the right to accept or reject part or whole of the tender any time prior to the acceptance of the proposal, however Management & Development Foundation (MDF) shall not be liable to justify reasons to any successful or unsuccessful bidder.
35. All incomplete or conditional tenders are liable to be rejected.

Part C: Delivery Schedule

Delivery Schedule:

The vehicle service provider will provide the vehicles at Field Office KN Shah District Dadu within 07 (Seven) days after the signing of contract agreement.

Payment:

1. The payment will be made through cross cheque in the favor of Vendor/Service Provider on monthly basis after the receiving of original invoice within 05 working days.
2. Tax (FBR+SST) will be deducted at source as per Government applicable laws.

The above-mentioned terms & conditions have been carefully read and are hereby unconditionally accepted.

Name of the VENDOR	
Name of the Authorized Contact Person	
Office Address	
GST/SST No.	
NTN.	
Telephone No.	
Mobile No.	
Fax No.	

Signature

Authorized Representative

Stamp

The filled in Tender Document should be forwarded to:

Procurement & Admin Department

Management & Development Foundation (MDF),
Bungalow # B-30, G.E.C.H Society, Qasimabad,
Hyderabad. Ph. 022-265-2290

Part-D Detail of Items/ Services & Specification

Bid of Rates as Per Specification Given in Tender Document

1-Required the 4 vehicles on monthly basis for 10 months (March-2023 to December,2023 at field office Khairpur Nathan Shah District Dadu.

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