

Government of Pakistan
Ministry of National Food Security & Research
National Peste des Petits Ruminants (PPR) Eradication Program:
National Veterinary Laboratory (NVL)

TENDER NOTICE

Scaled Quotations are invited from resourceful and experienced vehicle rental agencies/ companies having valid registration/ NTN and GST Number to provide vehicle(s) on rental basis for official and operational usage for the period ending on 30-06-2024 (or as desired by the PA), to the project titled "National Peste des Petits Ruminants (PPR) Eradication Programme; Phase-I, Risk Based PPR Control in Sheep and Goats of Pakistan" executed by National Veterinary Laboratory, as per the following specifications/ requirements:

S#	Name and Description of Rental Vehicles
1.	1,300cc (Model 2021 and above) Sedan or equivalent
2.	1,000cc (Model 2021 and above) Hatchback or equivalent
3.	660cc (Model 2021 and above) Hatchback or equivalent

The complete tender document has been uploaded on the Ministry of National Food Security and Research website (www.mnfsr.gov.pk) and as well as on PPRA's website (www.ppra.org.pk). Further queries (if any) may be addressed at the email "mharisnvl@gmail.com" latest by five (05) days till the deadline for Quotations' submission date. The tender document along with other terms & conditions can be obtained from **Admin cum Finance Officer (AFO), PPR Project** on payment of **Rs. 1,000/- (non-refundable)** on any working day within the office hours. However, in case of tender document is downloaded from website, cash payment of **Rs. 1,000/** should be paid before submission of bid to PPR Project, and the slip must be attached with the bid. Quotations complete in all respects, in sealed envelope (**Single Stage - Single Envelope**), clearly mentioning Quotations for "**Hiring of Vehicles on Rental basis for PPR Project**" must reach to the undersigned **on or before 11:00 AM December 29, 2023** positively, which will be opened publicly on the same day in the presence of the bidders/ authorized representatives at **11:30 AM in the Conference Room, NVL** as per the Public Procurement Rules, 2004. If bids closing/ opening date falls on local/ national/ public holiday, the date of bids closing/ opening shall be the next working day on the same time and venue. Incomplete / conditional and Late Quotations shall not be acceptable, other detailed terms and conditions are given therein the tender document. The Procuring Agency reserves the right to reject any or all the Quotations prior to its acceptance as per the Public Procurement Rules, 2004.

(Muhammad Haris Khan)
Admin cum Finance Officer
National PPR Eradication Programme
National Veterinary Laboratory, (NARC) Gate No. 02,
Park Road, Chak Shahzad, Islamabad.
Ph: 051-6121311

Tender Document for Hiring of Vehicles Services on Rental Basis


National Peste des Petits Ruminants (PPR) Eradication Programme;

Phase-I, Risk Based PPR Control in Sheep and Goats of Pakistan

2023-2024



National Veterinary Laboratory (NVL)
Park Road, NARC Gate # 2, Chak Shahzad, Islamabad
Office Ph # 051-9255104 / 051-6121311


National PPR Eradication Program
National Veterinary Laboratories
NARC Gate # 2, Park Road,
Chak Shehzad, Islamabad
Tel: 051-9255104/9255106
Fax: 051-9255105

Tender Document for Hiring of Vehicles Services on Rental Basis

Bid shall be opened on **December 29, 2023 at 11:30 A.M**, in the Committee Room of National Veterinary Laboratory, Islamabad.

Name of Firm/ Vendor /Company: _____

(Block Letter)

Address (Block Letter):

Telephone No:

Fax No:


E-mail:

Signature & Seal

Tender Fee of **Rs. 1,000/-**(Non-Refundable) vide Cash

Receipt No: _____ date: _____

Date of Bid Submission: _____


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Invitation to Bid

Subject: Tender Notice NVL for its PSDP funded, PPR Project

The PSDP funded project titled "National Peste des Petits Ruminants (PPR) Eradication Programme; Phase-I, Risk Based PPR Control in Sheep and Goats of Pakistan" executed by NVL invites sealed bids/quotations/proposals for the Hiring of Vehicles Services' on Rental Basis from reputed firms/companies (Registered with FBR). The subject tender shall be processed in accordance with Public Procurement Rules 2004 (36-a) of PPRA.

Terms & Conditions:

1. The firm should be well established. The quotation should be submitted on the letter head of the firm; cutting / overwriting will not be acceptable.
2. Bids of only those bidders will be entertained in whose name "Tender Document" has been purchased directly or through local agent.
3. The detailed specifications along with terms and conditions have been set forth in Tender Document, which is available from the Office of the Admin cum Finance Officer, PPR Project, on **payment of Rs. 1,000/- Non-Refundable (Tender Fee)** in the form of Cash.
4. The tender notice has also been uploaded on the Ministry of National Food Security and Research M/O NFS&R website (www.mnfsr.gov.pk) as well as on PPRA's website (www.ppra.org.pk). Tender fee receipt must be attached with bid. **No bid shall be accepted without tender fee.**
5. An affidavit on "Stamp Paper" undertaking that the company has never been blacklisted, nor having dispute with any government organization and also there is no litigation against the firm.
6. Complete specification for the offered items should be submitted where necessary.
7. The Bid Security Rs. 100,000/- (refundable) of total bid price shall be submitted in the form of Call Deposit Receipt (CDR)/ Pay Order (PO) in favor of DDO, PPR Project. Bid security shall be attached with the bid.
8. Bid prices quoted shall be inclusive of all taxes and duties. Any federal and provincial taxes/ duties will be deducted as per directives of the Government issued from time to time.
9. The prices quoted shall be binding on the bidder(s) for a period of at least **90 days** from the date of opening of tender.
10. The vehicles (as approved by PPR Project) must be delivered to PPR Project Office within 03 working days (in case of required on monthly basis) and within 24 hours (in case of required on daily basis) from the award of contract / issuance of work order / requisition issued by PPR Project. In case of failure of said delivery, PPR Project reserves the right to forfeit / confiscate the bid security.
11. The bidding documents completed in all respect should reach PPR Project Office, National Veterinary Laboratory (NVL) **on or before 11:00 AM December 29, 2023**. The bid will be opened on same date at **11:30 AM** in the Conference Room, NVL.
12. Tender should be addressed to the Chairman Procurement Committee, PPR Project, NVL, Islamabad.
13. **No Bid will be received after due date and time.** Furthermore, the Project reserves the right to accept or reject any or all bids in accordance with the PPRA rules. Errors and omissions, if any, shall be subject to rectification by the Project.

Chairman Purchase Committee, PPR Project
Park Road, NARC Gate # 2, Chak Shahzad, Islamabad
Office Ph # 051-6121311 / 051-9255104


National PPR Eradication Program
National Veterinary Laboratories
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TENDER NOTICE/ REQUIREMENTS FOR HIRING OF VEHICLES ON RENTAL BASIS

Quotations in Pak Rupees are invited from experienced vehicle rental agencies/ companies having valid registration/ NTN and GST Number to provide vehicle(s) on rental basis **(with/without driver, with/without fuel and with routine maintenance)** for official and operational usage for the period ending on 30th June, 2024 (or as decided by the Procuring Agency) as per the following specifications/ requirements:

S#	Name and Description of Rental Vehicles
1.	1,300cc (Model 2021 and above) Sedan or equivalent
2.	1,000cc (Model 2021 and above) Hatchback or equivalent
3.	660cc (Model 2021 and above) Hatchback or equivalent

The vehicles (as approved by PPR Project) must be delivered to PPR Project Office within 03 working days (in case of required on monthly basis) and within 24 hours (in case of required on daily basis) from the notification of award of contract / issuance of work order / requisition issued by PPR Project.

Qualifications of the Vendor/ Firm/ Company:

The following vendors/ companies are eligible to participate in the tender:

1. Only firms registered with respective bodies can participate in the tender.
2. The firm shall be registered with tax authorities.
3. Never blacklisted by any Government, Public and/ or Autonomous agency/ authority.


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Documents Required:

The firms eligible to apply are required to submit the following documents with their proposal (Annex – I):

1. Status of the Firm (i.e., Sole-proprietorship, Partnership, Limited Company) with date of establishing the business, relevant experience and no. of businesses/branches owned, alongwith the documentary evidence. (Attach certificates of registration and experience).
2. Registration documents with Taxation Authorities. NTN/FTN/STRN etc.
3. Professional Tax Certificate
4. Detail of offices / working areas in Pakistan
5. An undertaking on legal paper that the company has never been blacklisted (Annex – II).
6. Full Address and contact numbers of the office.

Method of Procurement:

Bidding will be conducted using the **Single Stage Single Envelope** procedure specified in Public Procurement Rules, 2004 section 36 (a) and is open to all eligible bidders as defined in those Rules and further detailed in this document that meet the minimum qualification criteria as mentioned above.

Response Time:

The sealed bids clearly marked as “Hiring of Vehicles on Rental basis for PPR Project” must reach the PPR Project, National Veterinary Laboratory (NVL), Park Road, NARC Gate # 2, Chak Shahzad,

Further query (if any) may be addressed at the email “mharisnvl@gmail.com” latest by five (05) days till the deadline for Bids’ submission date.

Opening of Bids:


1. Bids received shall be opened on **December 29, 2023 at 11:30 AM** in the Committee Room of NVL, Islamabad.
2. All bids shall be opened publicly in the presence of the participating bidders or their authorized representatives.
3. If bids closing/ opening date falls on local/ national/ public holiday, the date of bids closing/opening shall be the next working day on the same time and venue.

Bid Price:

1. Bid prices quoted shall be inclusive of all taxes and duties. Financial Bid Performa is given at **Annex – III**.
2. The prices quoted shall be binding on the bidder(s) for a period of at least **90 days** from the date of opening of tender.

Terms and Conditions:

1. That PPR Project, NVL will be responsible for providing POL/CNG fueling along with driver arrangements (in case of vehicle hired on monthly basis). However, routine engine oil change, minor repairs and maintenance of the vehicles will be borne by the vendor. Moreover, in case of vehicles hired on daily basis the POL/CNG fueling and driver arrangements will be made by the vendor. Furthermore, all the minor and major maintenance /services, preventative and corrective maintenance will also be the responsibility of the VENDOR.
2. The vehicles should be comprehensively insured and in case of accident and any other legal matter, the successful bidder shall handle all the matters with insurance company.
3. Employer will not be responsible for any loss whatsoever due to security risks, unforeseen weather or any other such scenario.
4. Any federal and provincial taxes/ duties will be deducted as per directives of the Government issued from time to time.
5. The monthly rental payment or daily rental payment will be made/processed on monthly basis through AGPR on submission of verified bill through cross cheque.
6. The agreed monthly/daily rent shall remain unchanged throughout tenure of Agreement & revision/ any hike whatsoever shall not be acceptable & may result in encashment of Bid Security.
7. On the request of the employer, the vendor within the 24 hours of request, will be bound to arrange the aforementioned vehicles in any city of Pakistan, along with driver & fuel arrangements (in case for hiring on daily basis).
8. Any disfiguring/ overwriting or manipulation in the proposal shall be liable for rejection.


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Evaluation of Bids:


1. All bids should comply with the eligibility criteria and other terms and conditions mentioned hereinabove.

Rejection of Bids:

1. Incomplete, conditional or late bids (submitted after the time prescribed) shall be rejected and returned unopened.
2. Failure in submission of required documents as detailed here-above/ here-below will result in the rejection of bid/ proposal. Detailed documentary requirements are mentioned at (Annex-I).
3. Any bid received without bid security, shall be rejected.
4. Employer reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA rule.

Award of Tender:


1. Tender would be awarded to financially lowest bidder i.e., most advantageous bidder as per PPRA Rules, 2004 (offering the lowest monthly / daily rent for all types of vehicles) meeting all the other / qualification requirements including submission of bid security.
2. After the award of tender to the lowest bidder, Contract Agreement and Vehicle Rental Agreement will be signed between the Employer and the Vendor (Annex – IV & Annex – V).
3. Payment will be made through AGPR upon successful delivery of the vehicle/ services as per specifications and other requirements/ details mentioned in this document.
4. Bid security of unsuccessful Firms shall be refunded on the finalization of the Tender, whereas the bid security of successful Firm shall be retained throughout the contract period.


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Qualification Criteria / Documents Required

Name of the Firm:Address: Telephone, Fax & E-mail:	
Year of Establishment:	
Sales Tax Registration No.: (Attach documentary evidence)	
National/ Income Tax No.:	
Submission of bid security Rs. 100,000/- in the shape of CDR/PO in the name of DDO, PPR attached with the proposal	Yes _____ No. _____
Income Tax return and attested Bank Statement of past 03 years (1 Pager) with Bank Stamp.	
Detail of offices / working areas in Pakistan	
List and proof of similar contracts of last 3 years and current in hand	
Affidavit (Annex II) (Undertaking that the firm has not been blacklisted by Govt., Public, Semi Govt. and Autonomous Body)	
Contact Person: Name & Designation: Contact Details:	

Note: Noncompliance/ non-submission of any of the above will lead to disqualification of the bidder and its submitted quotation/ proposal/ bid.


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Black Listing Undertaking

Whereas the firm hereafter means any firm, company, body, organization or similar entity and also includes its owners, directors, heirs, and authorized persons.


I/we, (name and CNIC of owner and all partners) _____, CEO/proprietor/partner of the firm (name of firm and address) _____, hereby solemnly undertake the following:

1. That the firm has not been blacklisted and is also not under consideration of being blacklisting by any Provincial or Federal Government Department / Agency Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan.
2. That all documents attached to this bidding documents are genuine, and if found forged or fake, the firm/company and the owners shall be liable to disqualification, blacklisting, and subsequent forfeiture of CDR.
3. That the firm has not provided the services less than the quoted price to any other Government/Public Sector Organization of private entity. In case this is found otherwise, the difference of price will be recoverable from firm along with an equal amount of penalty.
4. The firm understands that use of any unethical means to influence price of services shall result in legal action and forfeit of securities and blacklisting.
5. That the firm will fully comply with the execution schedule and delivery period mentioned in tender documents and as committed by the firm in bid documents and thereafter.
6. That the firm will not contact or influence any member of the purchase committee or related departments or persons, and if found involved in such practice will be liable to forfeiture of CDR and blacklisting at sole discretion of the purchase committee.
7. That the firm will not misbehave with any project or related departmental employee, and will not use any means to delay the procedures of this procurement. The firm understands that any such act will be liable to forfeiture of CDR and blacklisting at sole discretion of the purchase committee.
8. That the firm has read the terms and conditions thoroughly regarding "Tender _____ dated _____, and shall abide by these terms and conditions in letter and spirit.
9. That the firm and its owners/directors understand that all the decisions of purchase committee including but not limited to services provided and penalties will be final and will not be challengeable in any court of law or other governmental forums.

Name of Owner (s)

CNIC

Address


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Financial Proposal

Name of the firm: _____

Address: _____

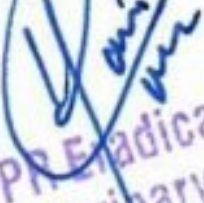
Type of Vehicle and its description such as make, model, capacity and color etc.	Monthly Rent (PKR) Including all Taxes	Daily Rent (PKR) Including all Taxes	
	Without Fuel & Without Driver	With Driver & With Fuel (Per Km Charges)	Without Driver (With Fuel Per Km Charges)

For: Tender for Hiring of Vehicles on Rental Basis for PPR Project

*: The prices shall be inclusive of entire applicable taxes/ duties in accordance with the laws of Islamic Republic of Pakistan

Name & Designation

Authorized Signature & Stamp


 National PPR Eradication Program
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FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the ____ day of _____ 2023-24 between _____ (hereafter called the "Employer") of the one part and _____ (hereafter called the "Vendor") of the other part.

WHEREAS the Employer is desirous that certain procurement, viz _____ should be executed by the Vendor and has accepted a Tender by the Vendor for the execution and completion of such procurement and the remedying of any defects therein.

NOW this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any shall be deemed to form and be read and construed as part of this Agreement, viz:

- a) The letter of acceptance
- b) The completed forms of tender/bid
- c) All schedules of tender/bid
- d) Contract conditions and data
- e) Specifications
- f) Tendering Data

3. In consideration of the payments to be made by the Employer to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the Employer to execute and complete the procurement process and remedy defects therein in conformity and in all respects within the provisions of the Contract.

4. The Employer hereby covenants to pay the Vendor, in consideration of the execution and completion of the procurement process as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first before written in accordance with their respective laws.

The Common Seal of _____ was hereunto affixed in the presence of: or

Signed, Sealed and Delivered by the said _____ in the presence of:

Binding Signature of Employer _____

Binding Signature of Vendor _____


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Annex V

VEHICLE RENTAL AGREEMENT

An AGREEMENT is made and entered into _____ BETWEEN _____ represented through _____ CNIC _____ Presently located at _____ hereinafter referred to as "VENDOR", of the first part; AND National PPR Eradication Programme, National Veterinary Laboratory referred to as "EMPLOYER" having its Office located at NARC Gate No. 02, Park Road, Chak Shahzad, Islamabad, hereinafter referred to as "PPR Project, NVL", represented by its _____.

WHEREAS the VENDOR has full power/authority to give the vehicles on rental basis,

AND WHEREAS the PPR Project, NVL wishes to take the vehicles on rental basis,


NOW THEREFORE THE PARTEIS HERETO ARE HERBY AGREED UPON THIS AGREEMENT hereinafter referred to as the "AGREEMENT", ON THE FOLLOWING CONDITIONS.

Terms & Conditions:

- (a) The VENDOR will provide the Vehicle to PPR Project, NVL, as per following details; and PPR Project, NVL shall have the right to use the Vehicles for such purposes as the NVL may choose, from _____ to _____.

Vehicle Description	Registration #	Rent per Month / Daily Basis	Work area
			All over Pakistan

- (b) That the above vehicle will remain the property of the VENDOR and the ownership will not be transferred to PPR Project, NVL.
- (c) That the above numbers may vary slightly as per the project requirements.
- (d) That the vehicles will remain with PPR Project, NVL for period from _____ to _____, extendable with mutual consent of the parties subject to existence of such condition in tender document.
- (e) That PPR Project, NVL will be responsible for providing POL/CNG fueling along with driver arrangements (in case of vehicle hired on monthly basis). However, routine engine oil change, minor repairs and maintenance of the vehicles will be borne by the vendor. Moreover, in case of vehicles hired on daily basis the POL/CNG fueling and driver arrangements will be made by the vendor. Furthermore, all the major maintenance /services, preventative and corrective maintenance will also be the responsibility of the VENDOR.
- (f) All replacements of vehicles (within 24 hrs) will be arranged by the VENDOR with no exception. In case of failure, PPR Project, NVL may arrange its own vehicles and all expenses will be deducted from the Supplier as per actual till the time of replacement.


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- (g) All types of insurance (comprehensive/third party) shall be managed by the VENDOR and all third-party losses will be the VENDOR's responsibility and VENDOR will ensure to indemnify PPR Project, NVL from third party liabilities. PPR Project, NVL will also not be responsible to compensate in case of any mishap like accident, theft etc. of any kind.
- (h) That PPR Project, NVL will pay above mentioned/agreed rates. The rent will be paid on monthly basis after the month on the submission of invoice after deduction of all applicable taxes as per law of land. The monthly rental payment & daily rental payment will be made on monthly basis through AGPR in the form of cross cheque.
- (i) The taxes (WHT & GST) will be deducted as per Government Laws. If PPR Project, NVL has any type of exemption of taxes same will be provided and supplier will not charge the same in the invoices.
- (j) Vehicle will be provided in perfect working condition by VENDOR to PPR Project, NVL. In case of any major technical fault after the handing over of the vehicle the VENDOR will be responsible for its immediate repair in his own supervision, and the PPR Project, NVL is not liable to pay any sort of compensation and / or rent for the repair period and the replacements of vehicles (within 24 hrs) will be arranged by the VENDOR with no exception.
- (k) If the vehicle becomes off road due to any major technical fault during the agreement period, PPR Project, NVL will not be responsible to pay rent for that period unless a replacement vehicle of same capacity/condition is provided.
- (l) Parking of vehicles (on PPR Project, NVL office premises or outside the office premises) is sole responsibility of PPR Project, NVL.
- (m) In case of breach of any condition form either party, this agreement shall stand as cancelled and vehicles in use will be returned to VENDOR. Any outstanding rental of the vehicles will be paid to the VENDOR for the period for which the vehicles have been utilized.
- (n) That VENDOR has the right to terminate this agreement by serving one month notice or depositing at least one month rent in lieu thereof.
- (o) PPR Project, NVL can terminate the agreement by giving seven (07) days' notice to VENDOR and will not be responsible for any early termination due to funding constraints or any other reason.

IN WITNESS WHEREOF, the parties here to have signed this agreement on the date first afore mentioned.

VENDOR

PPR Project, NVL

WITNESS

1. Sign: _____

2. Sign _____

Name: _____

Name: _____

CNIC #: _____

CNIC #: _____

(Handwritten signature)

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