

**BOARD OF INTERMEDIATE & SECONDARY EDUCATION,  
MULTAN**



**STANDARD BIDDING DOCUMENTS.**

*LAST DATE FOR SUBMISSION OF DOCUMENTS*

01/09/2022

**HIRING OF SERVICES OF**

- Rental Vehicle (Car)

**ATTACHED DOCUMENTS**

- Instructions to Bidders.
- Technical Evaluation Criteria.
- Technical Bid.
- Financial Bid Proforma.

**NOTE:**

The Bidder has to submit the Technical Evaluation Criteria, Sealed Technical Bid and Financial Bid Separately. Supply Schedule will be mentioned in the work order.

**Price. Rs. 1000/-**

## TERMS & CONDITIONS.

1. Instant procedure shall be governed by the Punjab Procurement Rules 2014.
2. Price quoted shall remain valid for a period of 90 days from the closing date of proposal.
3. Rate quoted should be in Pak. Rs. Inclusive of all applicable taxes (Such as PST / GST, Income Tax etc. and will be considered as final rates).
4. Income tax and PST/GST (where applicable) will be deducted in accordance with the provision of Government Rules amended from time to time.
5. Bids must be submitted along with detailed specification / model of vehicle rent per month (including all taxes) transparently and clearly written on Technical and Financial Bid.
6. In case of any dispute regarding service, quantity, quality and specification, the decision of the BISE, Multan shall be final & binding.
7. Successful bidder will provide the rental vehicle within 05 days of the issuance of the work order.
8. The rental vehicle provider must response efficiently for providing rental vehicle timely.
9. Supplier will submit its invoice on monthly basis and payment shall be made to the supplier against its submitted bill as per approved rate of rent.
10. The vehicles rented under the Contract shall be fully insured.
11. In case rental vehicle is found faulty or out of service during the travelling, the Bidder will replace the faulty vehicle without any delay.
12. BISE, Multan will not be responsible for any expense related to maintenance of vehicle.
13. Successful / qualified bidder will performance security @ 10% before signing of the agreement.
14. The tender documents will be received upto 01-09-2022 till 12:00PM in the office of **SECRETARY**, BISE, Multan. The same will be opened on the same day at 12:30PM in the presence of bidders or their representatives who make them available on that date and time in the office of Secretary, BISE, Multan.

## DECLARATION FOR BIDDERS.

I / we have read the above terms & conditions and bind myself / ourselves to abide by the terms & conditions.

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Name, Designation & Signature of the Bidder

## ELIGIBILITY CRITERIA

The rental vehicle providers fulfilling criteria may participate in the bidding process and send copies of following documents along with their bids in technical proposal. Failing to fulfill the following eligibility criteria will not be considered for the further technical or financial evaluation.

1. Minimum 01 year of experience in transport business, preferably with Government / Semi Government / Autonomous Bodies.
2. Should not be black listed from any Government / Semi Government / Autonomous Body.

## SUBMISSION OF BIDS.

1. BISE, Multan invites proposals in sealed envelope "**Single Stage Two – Envelope**" which shall be dually marked separately as "**Technical Proposal**" and "**Financial Proposal**" in one package (hereinafter referred to as the Tenderer) from rental vehicle providers (hereinafter referred to as the Bidders). Mark name of bid at the sealed envelope.
2. All bids/proposals must be accompanied with Call Deposit Receipt (CDR) of five percent (5%) of estimated cost of tender. Mention in detail at Financial proposal section, should be in the form of pay order or demand draft in favor of "**Secretary BISE, Multan**" The CDR should be valid for a period not less than 6 months and enclosed in **Technical Proposal**.
3. The bids along with CDR must be delivered at **Secretary BISE, Multan** and will be opened on same day i.e 01.09.2022 at 12:30PM in the office of Secretary, BISE, Multan in the presence of the interested bidders or their representatives who may wish to attend.
4. Late receiving bids after due time will not be considered and returned to the bidders unopened.
5. Tenders received through any other mode / addressed to any other person will not be entertained.
6. Participating rental vehicle providers must submit the bids that comply with the tender documents if any term or condition of the participating company contradicts / conflicts with the PPRA Rules & BISE terms and conditions such conditions shall not be entertained, the terms and condition of PPRA and BISE will be considered valid.
7. No alteration or amendment will be allowed in any case at the time of bid opening.
8. Rental vehicle providers submit their best possible lowest price with their bids.
9. BISE, Multan will not be responsible for any cost or expenses incurred by bidders in connection with preparation or delivery of bids.
10. All prices must be quoted in Pak Rupees and should include applicable Taxes, such as PST/GST, Income Tax, etc.
11. CDR account of bid security will be returned to non-qualified bidders on a written request by non-qualified bidders CDR bid security of qualified bidder will be retained and returned after receipt of 10% performance security.
12. The Competent Authority may reject all bids or proposal as per PPRA rules 2014.
13. In case of further need of the office, contract period on the same terms & conditions may be extended by BISE, Multan subject to satisfactory performance of bidder/vendor.

## **BIDDING PROCEDURE.**

BISE, Multan will follow the PPRA rule-38(2-a) "Single Stage – two envelope procedure" for the entire process of the procurement.

In bidding process, separate evaluation of technical bid and financial bid will be carried out. First the technical bid will be opened and the financial bid of only those Vehicle on rent providers will be opened who will qualify in technical bid evaluation. The technical evaluation will be carried out based on the information provided by the Vehicle (on rent) providers as mentioned in technical proposal heading. The Vehicle (on rent) basis providers are advised to go through the technical proposal and financial proposal and provide the complete information as per proposal.

## **SCOPE OF WORK.**

The selected firm would provide vehicle on rent basis to BISE-Multan for a period of 06 months without driver.

## **REQUIREMENT OF VEHICLES.**

- Toyota Corolla GLI or equivalent 1290CC – 1300CC Manual (Model 2019 & Above).
- Standard Specifications.
- Immaculate Conditions.
- Provide attested copy of Registration Book.
- Monthly Service including change of Mobil oil, air filter, oil filter, monthly services, tuning e.t.c and services will be responsibility of vehicle (on rent) provider.
- Seasonal services e.g Service of Air Conditioner of Vehicle etc.
- Provision of Maintenance / Repairs (all major and minor).
- Comprehensive Insurance of car in all respects.
- Without Driver.
- Installed anti-theft device.
- Paid all token tax / Excise Department Tax.

## **REPLACEMENT OF VEHICLE IN CASE OF BREAKDOWN.**

The vehicle rental company will be responsible to ensure that the vehicle provided to BISE-Multan is fully maintained and is physically in absolute perfect condition for travelling. However, in an event that a vehicle breaks down, the vehicle rental company shall arrange for its immediate replacement without any delay.

## **TAXES.**

Payments will be subject to the deduction of all the applicable Govt. taxes.

**TECHNICAL EVALUATION CRITERIA.**

1. Name of Bidder / Lead Bidder. \_\_\_\_\_.
2. Status of Firm / Company / JV/ Group. \_\_\_\_\_.
3. Address: \_\_\_\_\_.
4. Date of Establishment of Business. \_\_\_\_\_.
5. Copy of Registration of Vehicle \_\_\_\_\_.
6. Copy of paid Token Tax \_\_\_\_\_.

**ABILITY TO SUPPLY.**

According to Specifications.

7.
  - a. 1 Year Experience in transport business.
  - b. No Defaulters / Black list certificate.
  - c. Fresh fitness Certificate (Vehicle)
  - d. Copy of Vehicle Registration Book.
  - e. Copy of CNIC
8. Pay order/CDR/Bank Draft No. \_\_\_\_\_ Amount \_\_\_\_\_ dated \_\_\_\_\_  
Name of Bank \_\_\_\_\_ Branch \_\_\_\_\_  
(Attached original Pay Order / CDR / Bank Draft with Technical Bid).

Name of Owner/Representative \_\_\_\_\_

Name of Firm/Bidder \_\_\_\_\_

Signature and Stamp \_\_\_\_\_

CNIC # \_\_\_\_\_

Cell #. \_\_\_\_\_

E-mail. \_\_\_\_\_

Dated \_\_\_\_\_

**BOARD OF INTERMEDIATE & SECONDARY EDUCATION, MULTAN.**

**DEMAND OF RENTAL VEHICLE**

**FINANCIAL BID**

Sr. No.	Detail of Rental Vehicle (Car)	Model (Year) & Condition	Demand	Charges of Vehicle (Inclusive of all taxes)	
				Booking Rate One Vehicle (Per Month) Rs.	Total
01	Toyota Corolla GLI or equivalent 1290CC – 1300CC (Manual Transmission)	2019 & Above Best condition	01 Vehicle without Driver.	Rs. 100,000/- (Per Month)	

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**DEMAND OF RENTAL VEHICLE**

**TECHNICAL BID**

<b>Sr. No.</b>	<b>Detail of Rental Vehicle (Car)</b>	<b>Model (Year) &amp; Condition</b>	<b>Demand</b>
01	Toyota Corolla GLI or equivalent 1290CC – 1300CC (Manual Transmission)	2019 & Above Best condition	01 Vehicle without Driver.