

Sukkur IBA University

Tender Proc/315



TENDER DOCUMENTS

RENT-A-CAR SERVICES

Last Date for Tender Submission	October 13 2022 3:00pm
Date of Tender Opening	October 13,2022 3:30pm
Venue	Sukkur IBA University Nisar Ahmed Siddiqui Road Sukkur

Sukkur – IBA – Airport Road Sukkur – 65200, Pakistan Tel: (071) 5630272- 5633490 Fax: (071) 5632465

E-mail: hari@iba-suk.edu.pk Website: <http://www.iba-suk.edu.pk>

Requirement Options

Vehicles Model

Model Preferably: Toyota Corolla GLI / AT / MT / 2019, 2020 and 2021. Vehicle must be Excellent in Condition with professional drivers having a valid computerized Driving License.

Routes

Sindh Province:

Karachi

Hyderabad

Mirpurkhas

Kandhkot

Dadu

Nawabshah

Ghotki

Thatta

Other Province:

Islamabad

Lahore

Quetta

Peshawar

Important Note:

- Repair & Maintenance of Car & responsibility of any accident and consequent damages will be of Rent-A-Car services provider for all options.

Option # 1

Rent-A- Car with Driver for Full Month

- Repair & Maintenance of Car & responsibility of any accident and consequent damages will be of Rent-A-Car services provider.
- Sukkur IBA University will pay for the Petrol/ CNG, Mobile Oil and toll tax directly and will pay fixed charges to Rent-A-Car services provider.

Option # 2

Rent-A-Car with Driver on Call / on Need basis with Car+Fuel+Toll Tax+ Driver by Service Provider:

- (1) In case of to & from
- (2) In case of Drop Only

Routes

Sindh Province:

Karachi
Hyderabad
Mirpurkhas
Kandhkot
Dadu
Nawabshah
Ghotki
Thatta

Other Province:

Islamabad
Lahore
Quetta
Peshawar

Option # 3

- Per day charges for Car with driver, fuel, toll tax etc. for 2-3 days for outstations i.e. Karachi, Hyderabad, Lahore, Islamabad (Up Down)

Option # 4

- Per Kilo Meter Charges for Car with driver, POL, toll tax etc.
 - Local (100 KM Up Down)
 - Outstation (More than 100 Kilo Meters travel)

TERMS & CONDITIONS OF CONTRACT FOR RENT-A-CAR SERVICES

Sukkur IBA University is in the service of providing quality education and is desirous to obtain the Rent-A-CAR Services:

1. The contract will be valid for a period of one year (Extendable on Satisfactory Services)
2. All payments to be made by the Client to the successful bidder /contact winner under this tender shall be subject to deduction of all prevailing taxes, duties, charges, liquidated damages etc.
3. The Successful bidder shall pay and discharge at all times during the period all assessments, taxes, penalties, fines and charges of every description including tests charges etc. which are now or may at any time hereafter during the period, be assessed, imposed or charged upon the services provider by Sukkur IBA, any Local, Provincial or Federal Government Agency, Department or Authority.
4. Successful bidder / contract winner shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with CLIENT's best interests. This obligation shall apply to the activities of the employees and agents of Successful bidder / contract winner in their relations with the employees and their families, of CLIENT's successful bidder / contract winners and third parties arising from this agreement and accomplishing services hereunder. Successful bidder / contract winner's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering substantial gifts, entertainment, payments, loans or other consideration for the purpose of influencing individuals to act contrary to CLIENT best interest.
5. The successful bidder / contract winner shall conduct his business in a professional ethical manner. The successful bidder / contract winner shall be responsible for compliance with all laws, rules and regulations for the time being in force on its own behalf and with regard to his employees.
6. Nothing in this contract shall be deemed to create an agency or an employer/employee relationship between the successful bidder / contract winner (his employees) and the client. The successful bidder / contract winner shall at all times remain solely responsible for all responsibilities and liabilities whatsoever with regard to his employees.
7. Sukkur IBA University or its representative shall have the right to check the alertness and dress code, behavior, condition, state of mental and physical health of driver and condition of the car to confirm their conformity to the contract/agreement specifications. Problem reporting procedure and fault response time in hours for fault rectification, escalation procedures with respect to response or turnaround time in hours.
8. An effort by a bidder to influence Sukkur IBA University, directly or indirectly THROUGH UNFAIR MEANS may result in the black listing for any future tender of Sukkur IBA University.
9. The Successful bidder / contact winner will provide the Rent-A-Car Services to Sukkur IBA University and associated community college (s) and school (s) whenever & wherever required by Sukkur IBA University.

10. The successful bidder/ contact winner shall render the Services as mentioned in the document. The day will be of 12 hours.
11. The successful bidder shall be bound to provide as many cars as required by Sukkur IBA University on the agreed rates when required. The Sukkur IBA University & Successful bidder shall enter into agreement as per procedure. Failure to provide the required services on time during the currency of the agreement time period by the contractor, the vendor will be liable for imposition of fine up to Rs 10,000 per failure by the Sukkur IBA University.
12. The drivers provided by the successful bidders must hold valid driving license for Car driving and be well experienced and trained.
13. The successful bidder shall be wholly solely responsible for the security & safety of driver, car and passengers in case of incident (s) / accident (s) and consequent legal proceedings and legal actions.
14. In case of any shortage of the Car, the successful bidder shall be bound to provide substitute(s) of equal etc.
15. In case of any event, like theft or any criminal or an unethical incident, the driver of Rent A Car Services Provider Company shall immediately report the incident to the Rent A Car services provider, functionaries of Sukkur IBA University and lodge the report with Police or any other agency, as the case may be.
16. The successful bidder and its staff shall abide by all the written and verbal instructions of Sukkur IBA University and its functionaries with regards to the nature, timing and other issues pertaining to their qualitative and satisfactory service.
17. In case of any conflict, the matter shall be resolved through Arbitration in accordance with the Arbitration Act 1940. Each party i.e. Contractor and Sukkur IBA University shall appoint one Arbitrator each to ascertain and fix responsibility). The decision arrived at by the Arbitrator shall be binding on both parties.
18. The Successful bidder will provide the details of the driver and vehicle o Sukkur IBA University. Their CNIC copy, proof of satisfactory services and Police Verification, copy of Company Identity card photographs, etc when required by Sukkur IBA University's officials.
19. All Drivers whose services will be offered to Sukkur IBA University must be in proper dress code, alert, ethical, duty bound, gentlemen and free of any criminal record. The vehicle provided to Sukkur IBA University also must be free from any criminal record. Sukkur IBA authorized officers may check drivers' dresses and alertness at any time and may ask for replacement of the driver found guilty of irresponsibility /involved in unethical practices/misbehavior/misconduct etc to the successful bidder and that will be bound to replace immediately on receipt of complain,
20. The higher authorities of Rent-A-Car Services Provider Company shall maintain close liaison with Sukkur IBA University and will get feedback of the Services rendered by them.
21. The drivers provided by successful bidders must not be alcoholic during working hours.
22. The drivers must not talk on Mobile Phone and must not watch video contents during driving
23. Any other information / clarification can be sought in persons or seen in Sukkur IBA University.
24. The successful bidder will employ adequate number of drivers (should be of 18 years & above age in order to avoid / discourage child labor) in order to maintain efficiency to standard desired by the Sukkur IBA University.
25. All drivers engaged by the successful bidder/contractor shall be the Contractor's own employees and they will claim no privileges from Sukkur IBA University. The Contractor will be directly and solely responsible for the administration of his employees as regards general discipline, courteous behavior and all their actions.

26. The Contractor will get all his drivers medically examined from approved Registered Medical Practitioner recognized by the Sukkur IBA University, to be free from communicable diseases in addition to general fitness and will also ensure that drivers on duty are in proper dress. The Contractor will also ensure that neat and clean dress are provided to his drivers.
27. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the driver, vehicle etc.by the Contractor in connection with the rendering of the aforesaid services to Sukkur IBA University.
28. Sukkur IBA University shall have the right to search the Contractor's employees at any time while going out of the Sukkur IBA University premises and there shall be no grievance expressed/ felt on this account either by Contractor or his employees.
29. The Contractor shall not sublet the contract to anyone else.
30. The Contractor shall be responsible for all damages or losses to Sukkur IBA property by the Contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by and an act of God.

Bids/ Proposals will be evaluated as per evaluation criteria mentioned below.

EVALUATION CRITERIA

(1) Technical Evaluation Criteria -- Weight age 70 %

S.No	Criteria	Max Score	Achieved Score	Remarks
	Registration with Taxation Department			
1	Years of Establishment of Company	10		
2	Experience with Reputed Professional Academic Institutions / Corporate /Banks	10		
3	Previous/Existing Organization where working Feedback by concerned	5		
4	Total number of Cars and other vehicles and Drivers	10		
5	Exact number of years of Experience of Drivers (Date count from date of driving license)	10		
6	Number of Organizations where company is providing Rent-A-Car services	10		
7	Rent-A-Car Company office in Sukkur City	5		
8	Response Time (From call to vehicle arrival at required place)	10		
9	Drivers Profile	10		
10	Company Profile	20		
	Total	100		

Note: Please attach documentary evidence in support of your claims in technical proposal.

(2) Financial Evaluation Criteria- Weight age 30 %

(Signature of Contractor)

Name: _____

Address: _____

Contact No. _____

For any Query / Confusion:

Please Contact at: hari@iba-suk.edu.pk

Tel: 071 111 785 422

Hari Lal Nathani

Director Procurement

Sukkur IBA University



Sukkur IBA University
www.iba-suk.edu.pk

TENDER NOTICE

Tender # PROC/315

Sealed bids are invited from Manufactures/Authorized Distributors/Authorized Dealers registered with Income Tax & Sales Tax Department having vast experience in respective fields for following items on “**Single stage two envelope basis**” .

S.#	ITEMS	S.#	ITEMS
01	SLA for Dell Hardware	10	Paper Shredder
02	UPSs	11	Roller Blinds
03	Desktop Computers & Laptops	12	Scanners
04	Generators	13	Photocopiers
05	Sound Systems	14	EE Lab Equipment
06	Furniture & Fixture	15	Vehicle Diagnostic Scanner
07	FAB Lab Items	16	Rent A Car Services
08	Fogger Machine	17	Electronic items
09	Multimedia Projectors	18	CISCO PoE Switches

Details of specifications and quantity are mentioned in the tender documents, which can be obtained on provision of demand draft/pay order for **Rs. 1000/=** each item (Non-refundable) in favor of Sukkur IBA University, from the office of the **Procurement Department Sukkur IBA University** on any working day **September 24, 2022 to October 12, 2022** . The Last date for the submission of bids is **October 13, 2022, 2022 up to 1500 Hours**. The technical bids will be opened on the same day at **1530 Hours** in the presence of bidders or their authorized representatives (who may choose to be present). The Financial proposals of only technically eligible firms will be accepted/Opened. Bid security i.e. **2%** of the tender amount (Refundable) in the shape of bank draft/pay order in the name of Sukkur IBA University must be attached with the bid documents. The Procuring Agency may reject any bid subject to relevant provisions of SPP Rules 2010 and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(1) of said rules and as per PPRA rules.

PLEASE SEND YOUR QUERIES: hari@iba-suk.edu.pk

DIRECTOR PROCUREMENT

PID(H) 76/2022

SUKKUR IBA UNIVERSITY

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