

**TENDER DOCUMENTS FOR  
HIRING OF VEHICLES ON RENTAL BASIS**

**October 07, 2021**

**Urban Policy & Planning Unit, P&D Department, KP**

## **TENDER NOTICE FOR HIRING OF VEHICLES ON RENTAL BASIS**

Urban Policy Unit & Planning Unit intends to hire vehicle services of rent a car company for provision of vehicles on monthly rent basis. Detail about the vehicles required is mentioned in *Annexure I*.

### **Qualification of the Vendor/firm/company**

The following vendors/company is eligible to apply for the tender:

1. Only registered firm can participate in the tender
2. The firm shall be registered with tax authorities.
3. The firm should have never been black listed by any Government agency or authority.

### **Documents Required**

The firms eligible to apply are required to submit the following documents with their bidding proposal:

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, along with the documentary evidence. (Attach certificates of registration and experience).
2. Registration documents with Taxation Authorities. NTN/FTN/STRN etc.
3. Professional Tax Certificate
4. An undertaking on legal paper that the company has never been blacklisted.
5. Full Address and contact numbers of the office.

### **Method of Procurement:**

Bidding will be conducted using the **Open tendering open competitive bidding** specified in Rules of the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules 2014 vide Notification **No. SO (FR)/FD/9-7/2010/Vol-II** i.e. single stage one envelope procedure and is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria as mentioned above.

**Response time:**

- The sealed bids duly marked as “Bid/Proposal for Hiring of Vehicles on Rental basis” must reach the office of the Executive Director UPU, H.No. 37-D, Circular Road, University Town, Peshawar on or before 11:00 a.m. on 25<sup>th</sup> October, 2021.

**Opening of bids:**

- Bids received shall be opened on 25<sup>th</sup> October, 2021 at 11:30 a.m. in the office of the Executive Director, UPU.
- All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

**Bid Price**

- Bid prices quoted should be inclusive of all taxes and duties. Financial Bid Performance is given at Annex-III.
- The prices quoted shall be binding on the tenderer for a period of at least 90 days.

**Terms and Conditions:**

- Firm must be registered entity with KPPRA (Rule 37A of KPPRA Rules 2014).
- The bidder will be responsible for routine engine oil change, repairs and maintenance of the vehicles.
- The vehicles should be comprehensively insured and in case of accident and any other legal matter, the bidder shall handle all the matters with insurance company.
- UPPP will not be responsible for any loss whatsoever due to security risks, unforeseen weather or any other such scenario.
- Any federal and provincial taxes/duties including KPPRA taxes will be deducted as per directives of the Government issued from time to time.
- Rental payment will be made on a monthly basis on submission of a verified bill.
- Bid offered should be valid for 30 days.
- Any disfiguring/overwriting or manipulation in the proposal shall be liable for rejection.
- The undersigned reserve the right to accept or reject the bids assigning cogent reasons on request.

**Evaluation of bids:**

- All bids should comply with the eligibility criteria and other terms and conditions mentioned herein above.

**Rejection of bids:**

- All bids submitted after the time prescribed shall be rejected and returned.
- Failure in submission of the above required documents will result in the rejection of bid/proposal. Detailed documentary requirements are mentioned at Annex-II.
- Any bid received without earnest money, shall be rejected.
- UPPU reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

**Award of Tender:**

- Tender would be awarded on the basis of lowest quoted rate(s).
- Payment will be made on monthly basis and will be released after successful delivery and inspection of item as per desired specifications mentioned in this document.

**Earnest Money**

- Earnest money at the rate of 2% of the quoted bid may also be submitted with the bid/proposal in form of bank draft/pay order in favor Executive Director, UPU.

## Urban Policy & Planning Unit, KP

### Detail of the Vehicles Required

<b>S.No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Specification</b>	<b>Remarks</b>
1.	Vehicles 1300 cc & Above	<b>03</b>	Vehicle type:  Model: 2018 or above Capacity: 1300 CC or above  Duration: 04 Months  With Maintenance	The vehicle must be delivered to UPPU within 03 working days after date of issuance of work order.

## Urban Policy & Planning Unit, KP

### Prequalification Proposal

#### Supply of Item to Urban Policy & Planning Unit, Khyber Pakhtunkhwa

Name of the Firm  Address  (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No.  (attach documentary evidence)	
National/Income Tax No.	
Earnest Money @ 2% as Bank Pay Order/Draft is attached with the Pre-qualification Proposal	Yes _____ No. _____
Clientage  (Attach separate Annexure, if necessary)	
Affidavit  (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Contact Person   Name & Designation _____	_____ Authorized Signature & Stamp

## Urban Policy & Planning Unit, KP Financial Proposal

### Supply of Items to Urban Policy & Planning Unit, KP

Name of the firm: \_\_\_\_\_

Address \_\_\_\_\_

S#	Item and its description such as make, model, capacity etc.	Quantity	Rate (Rs.)	GST and other applicable taxes	Total (Rs.)
1.					
2.					
3.					

Name & Designation

Authorized Signature & Stamp