

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



November 16, 2021

**Urban Policy & Planning Unit, P&D Department,
Government of Khyber Pakhtunkhwa**

A handwritten signature in blue ink, appearing to be the name of the Admin Officer.

ADMIN OFFICER
Urban Policy Unit P&D
Department Peshawar

TENDER NOTICE FOR HIRING OF VEHICLES ON RENTAL BASIS

Urban Policy & Planning Unit intends to hire the services of a Rent a Car Company/Firm for provision of vehicles on rental basis for the official use of the Unit. Details 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, including Khyber Pakhtunkhwa Revenue Authority. And shall be active tax payer,
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. Registration documents with Taxation Authorities. NTN/FTN/STRN/KPRA, etc.
2. An undertaking on legal paper that the company has never been blacklisted.
3. 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 KPPPRA Procurement Rules 2014 that meet the minimum qualification criteria as mentioned above.


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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 UPPU, H.No. 37-D, Circular Road, University Town, Peshawar on or before 11:00 a.m. on 30th November, 2021.

Opening of bids:

- Bids received shall be opened by the Committee on the same date, 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 Performa 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 rules of the Government issued from time to time.
- Rental payment will be made on monthly basis through cross cheque on submission of verified bill.
- Bid offered should be valid for 90 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 shall be evaluated by the Committee in accordance with eligibility criteria and other terms and conditions mentioned herein above.



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Rejection of bids:

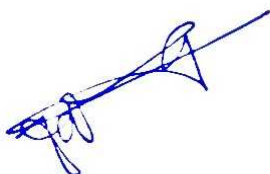
- All bids submitted after the time prescribed shall be rejected and returned.
- Failure in submission of the above required documents will result in the rejection of bid/proposal. Detailed documentary requirements are mentioned at Annex-II.
- UPPU reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Award of Tender/Contract:

- 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 (optional)

- Earnest money (Optional) 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, UPPU.



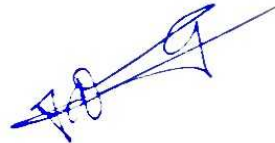
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Annexure-I

**Urban Policy & Planning Unit, P&D Department
Government of Khyber Pakhtunkhwa**

Detail of the Vehicles Required

S.No.	Description	Quantity	Specification	Remarks
1.	Vehicles 1800 cc	02	Vehicle type: Model: 2018 or above	The vehicle must be delivered to UPPU within 03 working days after the date of issuance of work order.
2.	Vehicle (4x4), double cab	01	Duration: 06 Months with Maintenance, driver & Fuel.	



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Department Peshawar

**Urban Policy & Planning Unit, P&D Department
Government of Khyber Pakhtunkhwa**

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. (Optional)	
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

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Department Peshawar

**Urban Policy & Planning Unit, P&D Department
Government of Khyber Pakhtunkhwa
Financial Proposal**

Supply of Items to Urban Policy & Planning Unit, KP

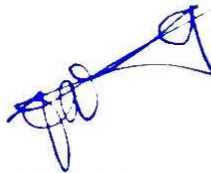
Name of the firm: _____

Address _____

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

Name & Designation

Authorized Signature & Stamp



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Department Peshawar