

UNIVERSITY OF GUJRAT

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INVITATION FOR BIDS

HIRING OF 15 BUSES FOR PICK & DROP OF STUDENTS OF UNIVERSITY OF GUJRAT

IFB NO. UOG/DP/2021-22/FBS/06

Sealed proposals are invited from registered transport firms/companies for providing pick & drop transport facility to University students for various routes/points as under:

Sr.	Route/ Zone	No of Vehicles Required	KM Covered (Round Trip)
1	Sambhrial	03	65 x 2 = 130 KM
2	Sialkot	03	85 x 2 = 170 KM
3	Bhimber	03	52 x 2 = 104 KM
4	Daska	03	81 x 2 = 162 KM
5	Ali Pur Chatha	03	79 x 2 = 158 KM

The firms should have registered buses (minimum 62 seats) not older than 2007 (or Punjab Government Rules in vogue) model bearing certificate of fitness by Motor Vehicle Examiner, expert drivers (bearing valid HTV/PSV license) and experience in providing transport services in reputed institutions. The bidders may participate in all routes or may participate in any one route.

Bidding documents can be obtained from the date of publication on submission of a written request on company's letter head from office of the Director Purchase University of Gujrat. Request must be accompanied by **Bid Document Fee of Rs. 2,000/-** in the form of Pay Order/Demand Draft/or cash deposit voucher in UOG Misc. A/C 6510031945600024, Bank of Punjab, UOG Branch Gujrat. University shall not be responsible for delays & non-delivery of bidding documents/proposals caused by courier firms/post office etc.

Bids shall be processed on **Single Stage Two Envelope Bidding Procedure**. Technical Proposal must contain bid Security equivalent to **2% of estimated cost i.e. Rs. 38.202 Million** in the form of CDR/Demand Draft/Pay Order in favor of **Treasurer University of Gujrat**.

Sealed bids in conformity with bidding documents should reach in the office of the Director Purchase UOG, not later than **01:30 PM on 17.02.2022**. Proposals shall be opened on **same day at 02:00 PM** in the presence of bidders or their representatives having valid authority letter from their respective Organization. Bids which are incomplete, unsigned or unstamped on bid form, unsealed, without bid security or late by specified time shall not be considered. The University Management may reject all bids at any time prior to the acceptance of a bid or proposal as per Rule 35, PPRA-2014.

**DIRECTOR PURCHASE
ADMIN BLOCK
HAFIZ HAYAT CAMPUS
UNIVERSITY OF GUJRAT
053-3643331-3643334EXT. 117**

TECHNICAL PROPOSAL

TECHNICAL INFORMATION AND UNDERTAKING

1. Name of Transport Company _____

2. Complete Address: _____

3. Telephone & Mobile No. _____

4. Nature of the concern: _____

(Attach proof of registration of Sole Proprietorship or Partnership or limited company.)

5. List of Owners/Partners/Director

Name	CNIC (attach copy)	Share in Business
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i.)
ii.)
iii.)
iv.)

6. National Tax Number (NTN): _____ (copy should be attached)

7. Bid Security in form of Pay Order/CDR/Demand Draft No. _____

Dated _____ from (bank) _____ Rs. _____

8. Annual turnover of firm
 (Attach Proof. Copy of bank statements & tax returns for last 3 years)

9. Whether each page of proposal has been signed and stamped. **YES / NO**

10. List of important organizations with address and Telephone number to whom Vehicle services have been provided during the last three years with period of contract to be enclosed in format as detailed below.

Sr.	Name of Organization	Address	Tel No:	No. of Buses provided	Contract period
01					
02					
03					

04					
05					

11. List of buses not older than 2007 model bearing certificate of fitness by Motor Vehicle Examiner (MVE) to be provided by the company. (Attach detail on format)

12. At least three buses should be in the ownership of bidder otherwise the bid of the bidder will stand rejected.

13. Preference shall be given to the bidders proposing 62 seater buses of broad body.

14. The vendor will be bound to depute a BUS HELPER with each bus.

15. Number of buses may increase or decrease on the discretion of the Competent Authority of University of Gujarat.

16. The services shall be hired for a period of three years to be extended on yearly basis upon satisfactory performance of the vendor.

17. The rates shall be valid for a period of one year and in case of extension, the maximum 10% increase in the rent amount only may apply upon satisfactory performance of the vendor with the approval of the Competent Authority.

18. Name, designation & address of authorized person signing bidding documents on behalf of company. (Attached copy of authority letter)

19. Any other information important in the opinion of the firm.

12. Name, designation & address of authorized person signing bidding documents on behalf of company. (Attached copy of authority letter)

13. Any other information important in the opinion of the firm.

Signature_____

Name s& Designation_____

Stamp: _____

(As per clause 12)

Name of Transport Company/Firm _____

List of Buses:

Sr.	Registration No.	Model	Make	Seating Capacity	Ownership of company/proprietor or otherwise	Fitness Certificate validity by
1.				62		
2.				62		
3.				62		
4.				62		
5.				62		
6.				62		
7.				62		
8.				62		
9.				62		
10.				62		
11.				62		
12.				62		
13.				62		
14.				62		
15.				62		

Signature _____

Name & Designation _____

Stamp: _____

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the UOG and shall abide by them.
2. I/We also undertake that I/we have understood terms & conditions for providing transport services and shall provide transport services strictly as per prescribed parameters.
3. I/We undertake that our company has never been blacklisted by any Govt./Semi-Government/autonomous organization of Federal/Provincial Government(s) etc. No litigation in this regard is pending against our company.
4. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.

Date:

Signature _____

Name & Designation_____

Stamp: _____

(Authorized person only)

CHECK LIST FOR TECHNICAL PROPOSAL

Transport Company/firm _____

S. #	Description	Attached
1.	Copy of CNIC	
2.	Copy of PST Registration (mandatory)	
3.	Registration of Buses must be with bidding Company / owner	
4.	Fitness Certificate from MVE	
5.	Detail of each driver: i. Name ii. CNIC iii. Character Certificate iv. Valid driving license	
6.	Security clearance from concerned office/Police Station	
7.	Model of Buses shall not be earlier from year 2007 (or Punjab Government Rules in vogue).	
8.	Physical verification of vehicles shall be carried out by the concerned office in the University.	

Tender's Estimated Cost:

Rs. 38.202 Million

FINANCIAL PROPOSAL

Transport Company/firm _____

1. BUS TYPE (15 Buses)

**62 Registered seating
Capacity, Fuel Diesel**

Buses shall meet relevant standards, laws, fitness etc. UOG Logo Printed on left & right sides of buses.

2. MONTHLY RENT:

Rs. _____ per bus

(Inclusive of all relevant taxes i.e. including **PST, GST and income tax and any other applicable tax**)

FUEL CHARGES:

As per OGRA rate for Gujarat

_____ km per liter

(Per kilometer fuel consumption)

All repairs, lubricants, labor, driver's pay & all other costs shall be borne by Transport Company.

Signature _____

Name & Designation _____

Stamp: _____

(Authorized person only)

GENERAL TERMS AND CONDITIONS

1. Parties:-

The parties to the contract are the transport company/firm (to whom the work will be awarded) and University of Gujrat.

2. Addresses:-

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the proposal shall be final unless the contractor notifies a change of address by a separate letter received by registered post to the University of Gujrat. The contractor shall be solely responsible for the consequences of any omission or regarding change in address.

3. Earnest Money:

3.1 Bid/Earnest money shall be of **Rs. 764,040/-** i.e. 2% of total estimated cost in the form of demand draft/pay order/CDR in favor of Treasurer University of Gujrat must be submitted by bidders along with duly filled in proposal documents.

3.2 Bidders shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid earnest money will be forfeited.

3.3 The proposals without earnest money shall be rejected.

4. Preparation and Submission of Proposal:

Bids shall be processed on **Single Stage Two Envelope Bidding Procedure.** The proposal should be submitted in two parts namely **Technical Proposal** and **Financial Proposal** on prescribed forms along with earnest money. All the covers should be kept in another sealed cover addressed to the undersigned. The outer cover envelope should bear the address of bidder. The inner envelopes should be clearly super-scribed with subject of proposal, whether the cover is containing **“Technical Proposal”** or **“Financial Proposal”**. The outer cover should be super scribed with the words **“Proposal for Hiring Buses for Students at University of Gujrat”**. Bidding documents for this purpose include advertisement, schedule, general terms & conditions, technical & financial proposal forms, undertaking, contract form, etc.

5. Signing of Proposal:

Individual signing the proposal or other documents connected with contract must specify whether he signs as:-

- (a) A “sole proprietor” of the concern or authorized employee
- (b) A partner of the firm or authorized employee,
- (c) Director in case of limited company or authorized employee

6. Technical Proposal:

The Technical proposal should be submitted on prescribed proposal forms given with all supporting documents as required in proposal form.

7. Financial Proposal:

7.1 The Financial proposal should be submitted on prescribed form in a separate sealed cover kept inside the main cover. The Financial proposal of those bidders, who are found technically competent, will be opened on a specified date and time to be intimated to the respective bidders.

7.2 The rates (inclusive of all relevant taxes) should be quoted on financial proposal form and remain valid for at least **120 days** from the opening. Nothing extra shall be paid towards taxes, if tax rates are increased during the currency of contract.

7.3 Rent rates once finalized will be fixed at least for one financial year. Hike in petrol/diesel prices during the contract period will be dealt as per OGRA rates applicable.

7.4 Terms of payment as stated in the bidding documents shall be final.

8. Validity of the Proposals:

The proposals shall be valid for **at least 120 days** from date of opening of bid(s).

9. Opening of Proposals:

The bidders are at liberty either himself or authorize, not more than one representative to be present at the opening of the proposals. The representative attending the opening of the proposals on behalf of the bidders should bring with him a letter of authority from the bidder and proof of identification.

10. Criterion for Evaluation of proposals:

After opening of the bids, technical evaluation of the proposals will be made on the basis of technical proposals and then on financial proposal furnished on prescribed form. The weightage of technical bid shall be 100 marks. Minimum marks for qualification of opening of financial bids will be 60 marks. The financial proposals of qualified firms will be opened on the date, time and venue to be announced. The reason for acceptance or rejection of any tender shall be dealt as per PPRA. Furthermore, there will be no impact of score of technical bid towards the financial bid. The award letter will be issued to the lowest financial bidder under the specified terms & conditions of the contract given in the bidding document.

Marks Distribution for Technical Proposal Evaluation

Description	Marks Assigned	Obtained
No. of buses owned by bidder with Copies of Registration Books excluding partnership.	20	
Valid Fitness Certificate issued by MVE	10	
Model of Buses (Not below 2007)	10	
Physical Inspection	10	
List of Drivers (bearing valid HTV/PSV license)	10	
Make & Type of buses with seating capacity (broad body)	20	
Credibility & previous work experience with organizations (especially Govt./Semi-Govt.)	20 Marks (4 Marks for each year of experience working with Govt. / Semi-Govt. / Autonomous bodies with fleet not less than 10 buses)	
Total	100	Qualifying marks are 60

11. Successful bidder shall have to enter into contract agreement on judicial stamp duty of applicable value of the total contract amount.

12. Physical Inspection of Buses

Before award of contract, physical inspection of buses shall also be carried out in the University of Gujrat.

13. Right of Acceptance

University of Gujrat reserves all rights to accept/reject any proposal in line with PPRA Rules. The decision of University authorities in this regard shall be final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's bid.

14. Communication of Acceptance:

Successful bidder(s) will be informed in writing regarding acceptance of his proposal. A contract enumerating necessary conditions to this effect shall be signed between University & contractor.

15. Performance Security Deposit:

Performance security/guarantee in shape of CDR/Bank Draft/unconditional bank guarantee shall be submitted by successful bidder/contractor equivalent

to 5% of contract amount. Insurance guarantees/cheques or third-party undertakings shall not be acceptable.

16. Penalty:

In case of breach of any conditions of the contract and for all type of losses caused to the UOG including excess cost due to hiring of buses from the market in the event of Contractor failing to provide buses or not providing buses in time, the Treasurer, University of Gujrat shall make deductions at double the rate of Hiring rate on prorated basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the University.

17. Breach of Terms and Conditions:

In case of breach of any of terms and conditions, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this University in that event and the security deposit in the form of Bank Guarantee/Demand Draft shall be forfeited.

18. Termination of Contract:

University shall have sole right to terminate the contract with prior notice of 30 days during the contract period.

19. Subletting of Work:

The successful bidder shall not assign or sublet the work or any part of it to any other person or firm. The contract is non-transferable.

20. Terms of payment:

University shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned. The term "payment" mentioned in this para includes all types of payments due to the contractor arising on account of this contract excluding earnest money and security deposit governed by the separate clauses of the contract. Transport Company shall submit bus wise bill/invoice to Transport Office at the close of each month. The bill should contain Billing Month, Registration No. and number of days served with dates of the hired buses. Bills/ invoice shall be verified by Transport Officer and countersigned by Director Transport. Treasurer shall sanction & disburse the payment to Transport Company through crossed cheque after ensuring all formalities/ tax deduction at source (if Applicable).

21. Arbitration:

Parties shall mutually settle disputes related to this contract. If attempts do not yield any results within a period of 30 days, The Vice Chancellor, University of Gujrat shall be the Competent to resolve dispute(s) related to this contract and his decision shall be final.