

**LAHORE COLLEGE FOR WOMEN UNIVERSITY
LAHORE**



TENDER DOCUMENT

FOR HIRING OF VEHICLE SERVICES' ON RENTAL BASIS

(Technical Proposal)

**(Note: Procurement is done by Lahore College for Women University in line
with PPRA Rules 2014)**

Tender No. LCWU/Tender/2022-2023/07



LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

Ph. No.042-99203801-09 Ext. 286/210 www.lcwu.edu.pk

No.____/LCWU

Dated:_____2022

TENDER NOTICE

Sealed tenders/ bids are invited from the firms registered with Sales Tax and Income Tax Departments for following Tender on the basis of **Single Stage (Two Envelope Procedure)** in terms of Rule No. **38 2 (a)** of the Punjab Procurement Rules 2014 (PPRA Rules 2014).

Tender No.	Sr. No.	Tender Name	Qty.	Total Bid Cost Estimated (Rs.)	2% CDR amount of estimated Cost (Rs.)	Closing Time and Date	Opening Time and Date
LCWU/2022-2023/07	1.	Toyota Corolla Yaris 1300cc Gli latest model 2022 white colour	01	900,000	18,000	03-11-2022 Till 11:00 AM	03-11-2022 at 11:30 AM

- Tender Document will be immediately available on LCWU & PPRA Websites after publishing of this Tender Notice (Rule No. 25(1)).
- Tender Document can be obtained from the Purchase Section, Lahore College for Women University, Jail Road, Lahore from 08.00 am to 4.00 pm from Monday to Friday or can be downloaded from on the website of PPRA Punjab (www.ppra.punjab.gov.pk) and LCWU web site (www.lcwu.edu.pk) Tender Fee of Rs.1000, shall attached with tender documents as a Pay Order in favor of Vice Chancellor Lahore College for Women University, Jail Road, Lahore.
- The Bid Security, 2% of estimated price, in the form of “CDR in favor of Vice Chancellor Lahore College for Women University, Jail Road, Lahore is required to be submitted with the Financial Bid, without which the offer shall be rejected being non-responsive. The detail of amount of Bid Security is given in the Tender Document.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection.
- No supporting document will be accepted, at all, after opening of the Technical Bids.
- Bids received after due time and date or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque/ Cross Cheque/pay order/ Demand Draft /Banker’s Cheque shall be summarily rejected.
- Vendors must quote their rates on the company letter pad / tender form according to the specifications. Hand written quoted rates will not be accepted.
- The sealed tenders must reach the University office through Registered post/ courier service by hand tender will not be accepted.

Chairperson Purchase Committee
Lahore College for Women University, Jail Road, Lahore
Ph. No.042-99203801-09 Ext. 286/210

TERMS & CONDITIONS

The Lahore College for Women University invites sealed bids from eligible individual, and experienced firms / companies (hereinafter referred to as "Firm") for the specified services as per **Annex-A** (hereinafter referred to as "services")'

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - a. received without bid security
 - b. it is received after the time and date fixed for its receipt
 - c. not signed & stamped by authorized person on each page of tender document
 - d. the offer is ambiguous
 - e. the offer is received by fax or e-mail
 - f. the offer is from a black listed firm
 - g. offer received with shorter validity than required
 - h. the offer is not conforming to specifications indicated in the tender documents
 - i. the offer / quoted rates are furnished other than the tender documents
 - j. any additional terms & conditions added by the Firm
 - k. any conditional offer

- 1.2 Bid will remain valid for a period of 40 days from the date of opening the tender' Contract will be enforced initially for a period of 06 months which may be extended with mutual consents of both parties (Client and Firm). No escalation in rates will be permissible during contract period' Contract will be awarded to lowest Firm as per detailed at **Annex-A**.

- 1.3 The envelope must indicate particulars of tender and date of opening' The envelopes must be properly sealed'.

- 1.4 Offered rates will be on monthly basis and shall be inclusive of all taxes'

- 1.5 Order will be issued by Lahore College for Women University.

Sign & Stamp of the Bidder

2. Time Period:

- 2.1 The Firm will have to supply the vehicle immediately after signing of the contract' Firm(s) will have to provide vehicle(s) within 10 days after issuance of work order.

3. Extension of Delivery Period:

- 3.1 In special circumstances, request for extension of supply of services may be considered by the Competent Authority on the written request of the Firm before the target date of supply, who will be authorized to either accept or reject the Request of Firm without assigning any reason'

4. Cancellation / Penalty of Delay:

- 4.1 In case, the Firm fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be encashed and penalty @ double of per day cost will be imposed.
- 4.2 The vehicles will be inspected by Lahore College for Women University through an authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex - A and Lahore College for Women University will not be responsible for any costs or expenses incurred by the Firm in connection with the supply of services.

5. Payment to the Contractors:

- 5.1 Payment will be made through crossed cheque to the Firm against invoice monthly advance.

6. Bid Security:

- 6.1 Bid security of Rs.18,000/-will have to be attached along with Financial Proposal. It should be in the form of Pay Order / Bank Draft /CDR from a scheduled bank in favor of Vice Chancellor, Lahore College for Women University.
- 6.2 Bid security of unsuccessful Firms shall be refunded on the finalization of the Tender whereas the bid security of successful Firm shall be refunded after successful Completion of contract period.
- 6.3 The bid security shall be forfeited if:
 - i. The offer is withdrawn, amended or revised.
 - ii. The Firm fails to execute the contract strictly in accordance with terms and conditions of the tender document.

7. Deduction of Taxes:

7.1 Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.

8. Dispute:

8.1 In case of any dispute before or after the execution of contract, matters will be resolved as per PPRA Rules.

9. Technical Evaluation Criteria:

9.1 NTN certificates.

9.2 Copy of CNIC of proprietor.

9.3 Any other relevant information with documents in addition to the above that the Firm may like to furnish in support of their application.

10. Bid / Tender opening procedure:

As per PPRA rules single stage two envelope bidding procedure shall be adopted.

10.1 Each bid shall comprise of one single envelope containing, separately, financial proposal and technical proposal.

10.2 All bids received shall be opened and evaluated by committee

10.3 Technical Evaluation shall be carried out by the Purchase Committee according to the criteria mentioned in the bidding documents.

10.4 The financial proposals will be then evaluated and the bidder who has submitted the lowest evaluated bid shall be awarded the contract.

11. Other terms & conditions:

11.1 The Firm shall provide the rental services for travelling on a monthly rental basis for vehicle detailed at Annex-A without driver and working AC.

11.2 The Client (LCWU) shall provide the petroleum, oil change, car wash and lubricants of the vehicle hired under this tender / contract.

11.3 The Vehicles provided under this tender / contract should be PETROL.

11.4 The monthly Rental of Vehicle provided under this Contract shall remain the same during the period of this Contract. The Firm shall not demand for increase in monthly rental during the period of this Contract'

11.5 The Contract may be revoked by the Client at any time in case of unsatisfactory services or failure to perform services after serving prior warning notice and all payments will be withheld by the Client. The client may revoke the contract after giving one month notice if the services are no more required.

11.6 In case of theft, snatching or total loss to the vehicle through accidents the Firm will deal with the insurance company for documentation, depreciation and final claim settlements with the insurance company.

11.7

In case of repair, if the vehicle takes more than one day. The Firm shall provide alternate similar vehicle on urgent basis without any delay and in this regard no extra charges shall be paid by the Client.

Detail of Vehicle:

Sr #	Make	Model	Quantity
1.	Toyota Corolla Yaris 1300cc Gli latest model white colour	2022	01- No

FINANCIAL PROPOSAL

FOR HIRING OF VEHICLE SERVICES' ON RENTAL BASIS

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PPRA Rules 2014)**

Annexure "A"

Quotation (Rates Inclusive of all taxes)

Sr #	Make	Model	Rate per Month Rates Inclusive of all taxes
1	Toyota Corolla Yaris 1300cc Gli latest model white colour	2022	

Sign & Stamp of the Bidder