**Form C: Instructions to Tenderers**

**Ref # SF/Tender/WFP/02-/24/04/2024**

1. Services to be provided

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | **Specifications** | **Districts** | **Total Qty** | **Duration** |
| 1 | 1300 CC car, Model 2017 or above on monthly rent basis, with driver | **Model 2017** or above, Engine capacity 1300 cc, with working AC, seating capacity 4 with seat belts, Fuel Type Petrol, With literate driver ability to fill log books, having valid driving license (Fuel will be provided by vendor and charge accordingly), Vehicle should be equipped with Tool Box, Toe Chain, Jumper wire, Fire Extinguisher, | Districts  Hafizabad  Sheikhupura  Narowal  Attock  Sargodha  Sialkot  Jhelum  Gujrat  Chakwal  Mandi Bahauddin  Gujranwala  Rawalpindi  Nankana  Sahib  Murree | **14**  **01/Each District** | **3 Months (expendable)** |
| 2 | Fuel | Petrol (Premier) | Same as above | Per litter | **3 Months (expendable)** |

1. Closing date and time for submission of tenders:

**2:00pm, 6th May 2024**

1. Schedule for vehicle rental services

Monthly Basis

1. Fuel Schedule

Per Kilometre or Actual

1. Language of offers

All tenders’ documents are to be submitted in English

1. Period of validity of offers

All bids must be valid for one year from the tender submission date.

1. Currency

Pakistani Rupee

*8.* Terms

The prices must be inclusive of all applicable taxes, tracker fees (optional), driver’s salary,

any insurance claim related and allied costs up till the delivery of services in mentioned districts. The Service provider must quote only one option for vehicle rent. Bids received with more than one options and rates may be rejected. Owners must have to attach CNIC copies of own and their driver(s). Service providers and their staff must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed

**Shifa Foundation reserves the right to** **change the quantities of required vehicles or vehicle hiring period, accept, or reject any or all tender forms without assigning any reason.**

1. Type of contract

Service agreement

* 1. Script Required

Firms’ information form & driver information form elaborating the firm and driver must be submitted along with the tender to **Shifa Foundation office Islamabad** on or before 2:00pm, 6th May 2024**,** with the name of the bidder clearly marked with irremovable ink.

*10.* Content of tenders

-Technical Specification

-Financial Offer

-Signed Tenderers Declaration

-Company Certificate of Registration

-Completed ‘Tenderers Relevant Experience Form’

-Under taking of PSEA (Also Attached in dossier)

12. Evaluation of tenders

Lowest price will not be the sole criteria; vehicle condition / quality, driver’s information & previous experience will also be considered.

1. Vehicles Inspection

*Vehicles of the shortlisted supplier will be checked by the Shifa Foundation. Supplier will have to present the vehicles on his/her own cost at Shifa Foundation Office or field offices.*

1. Cancellation of the tender procedure

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

1. Data protection

**Shifa Foundation** guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. **Shifa Foundation** guarantees confidentiality of the procurement process.

1. TOR for Vendor

* A complete firm information and driver information form will be submitted to Shifa Foundation with the tender form.
* Supplier will be responsible for provision of driver’s salary/ overtime and maintenance including engine oil and filters of the vehicle.
* Vendor will be responsible for filling of fuel and charge as per accordingly.
* Shifa Foundation will provide engine oil and filter in case of vehicle use up to 6000 Km in a month according to the vehicle logbook and completed/updated by the driver.
* Supplier agrees that the vehicle will be used for both on and off-road driving with flexible hours as well as for transportation of reasonable loads according to the need. If needed vehicles will also be used on Sundays or on Public holidays.
* All charges, taxes, dues and contribution imposed by whatever authority in relation to this contract will be the sole responsibility of the Supplier. All applicable Government taxes at admissible rate shall be deducted at source by Shifa Foundation from Supplier and quadruplicate copy of the IT receipt shall be provided to the Supplier if required on written request.
* In case of any accident or mishap, (Snatching of vehicle etc.) Shifa Foundation will not be responsible for any kind of damages/penalties/payment to any third party in any case.
* The supplier will be responsible to provide vehicle in good road-worthy condition and with fire extinguisher, first aid box, tool box and vehicle tracking device(s) installed in the vehicle (Optional);
* In context to contract, the service provider will be responsible to assign/provide with the vehicle(s) driver(s) having good/sound physical and mental health (with no disability), valid driving license and of age not exceeding 55 years. The driver must be literate to an extent that he can manage the vehicle log book. The Service Provider will also ensure that provided/assigned driver(s) will abide by the rules and regulations set by **Shifa Foundation**. They will follow the instructions received from **Shifa Foundation** or its staff during course of duty. Violation committed by the driver shell be considered as committed by the service provider.
* Any item supplied by **Shifa Foundation** /Project coordinator for the rented vehicle during the rental period will be returned on termination of the contract.
* In case of evacuation from **station,** the vehicle can be moved anywhere within Pakistan by the organization with driver or on self-drive bases but in the latter case the responsibility of the vehicle will lie with the Organization. **Shifa Foundation** can give notice of any such movement to the Supplier prior to such movement at the given contact numbers of the Supplier/contractor.
* A trial period of thirty (30) days applies from the starting date to allow the organization to ensure the vehicle is in a safe worthy condition.
* All maintenance and service will be the responsibility of vehicle supplier. Maintenance and service should be carried out by supplier on every 5000 KM and record of the same be maintained.
* Vehicle Supplier will impose no limit or penalty or have no restriction on the mileage covered by the vehicle during this contract or any extension thereof.
* In case of any violation of above terms and conditions, **Shifa Foundation** reserves the right to terminate the contract at once and the balance of the payment by either Party shall be paid or reimbursed.
* **Shifa Foundation** in any case will not be responsible for the documents (Customs etc.) and in case of any problem Shifa foundation reserves the right to terminate the contract.
* Firm will be responsible for the arrangement of required vehicle and driver.
* Payment will be made on monthly basis upon submission of proper invoice to **Shifa Foundation** and log book of each vehicle.
* Firm will provide the complete detail of driver and vehicle along with photocopies of necessary documents along with tender form at the time of submission.
* In case of fuel provide by Shifa Foundation, Vehicles will be parked in **Shifa Foundation** premises or at space allocated as per instruction.
* Supplier shall ensure availability of vehicles during the contract period, in case of absence of vehicle / driver, then vendor shall bear the cost for per day rent / daily wages or shall provide other vehicle / driver along with authority letter in substances of the vehicle / driver otherwise per day rent will be deducted from monthly rent.
* In case of any breakdown, supplier will be bound to provide a replacement vehicle of the similar specification within 2 hours of receiving the complaint.
* In case of repair & maintenance of the vehicle, supplier will be bond to get repaired the vehicle in one day or will provide the replacement vehicle of the same specifications. In case of failure to provide a suitable vehicle will incur a deduction to the monthly rent of the daily average rent basis.