

Form C: Instructions to Tender

Ref # SF/Tender/ EMERGENCY RESPONSE PROJECT CHAKWAL 20/08/2025

1. Services to be provided

Primely the services are required in district Chakwal with travel to Islamabad

2. Vehicles Specification

Sr. No.	Particulars	Specifications	Total Qty.	Frequency
1	Toyota 1300 CC Sedan	2017 and above model, Engine capacity 1300 cc, with working AC, seating capacity 4 with seat belts, Fuel Type Petrol with literate driver knowledge about the log books, having valid driving license. Vehicle should be equipped with Tool Box, Toe Chain, Jumper wire, Fire Extinguisher.	02	05 Months & Extendable
2	Toyota Hilux Double cabin	Engine 2.4L diesel or Petrol engine model 2010 or above with literate driver knowledge about the log books, having valid driving license. Vehicle should be equipped with Tool Box, Toe Chain, Jumper wire, Fire Extinguisher.	02	

3. Closing date and time for submission of tenders:

12:00pm, Wednesday September 3, 2025

4. Schedule for vehicle rental services

Monthly Basis

5. Language of offers

All tenders' documents are to be submitted in English

6. Period of validity of offers

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

7. Currency

Pakistani Rupee

8. Terms

The prices must be inclusive of all applicable taxes, driver's salary, any insurance claim related and allied costs up till the delivery of services in mentioned district. 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.

9. Type of contract and Duration

service agreement will be extendable, provided there is no change in the terms and conditions, with the mutual understanding of both parties.

9. 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 12:00pm, Wednesday September 3, 2025, with the name of the bidder clearly marked with irremovable ink.

10. Content of tenders

- Technical Specification (experience)
- Financial Offer
- Company Certificate of Registration
- Completed 'Tenderers Relevant Experience Form'
- Tenderers Declaration by Bidder

12. Evaluation of tenders

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

13. 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 field office.

14. Cancellation of the tender procedure

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

15. 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.

16. 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.
- Medical test reports of drivers will be submitted by supplier.
- Vehicle logbook will be completed/updated on daily Baises by the driver and will be duly signed by Shifa staff member/ Traveller.
- 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.
- 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 shall 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 Sindh, the vehicle can be moved anywhere within Pakistan by the organization with driver. 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 6000 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
- 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.
- 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 or shall provide other vehicle / driver along with authority letter in substantiation of the vehicle / driver otherwise per day rent will be deducted from monthly rent.
- In case of any breakdown, the supplier shall be responsible for providing a replacement vehicle of similar specifications within two hours of receiving the complaint. Either party must provide written notification of any vehicle replacement or change, either via email or an official letter on their respective letterhead.
- In case of repair & maintenance of the vehicle, supplier will be bound 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.