

Doc 3: Instructions to Tenderers

REF: IRC/KHI/RAPID/MPCA/SR0000103

I. Services to be provided

Lot No.1: Rented Vehicle Saloon Car

Sr. No.	Name of Item	Required Specifications	Required Quantity	Duration Months
I	<u>Rented Vehicle Saloon Car With driver without fuel</u>	Saloon Car model 2019 or above, Engine capacity 1300cc or above. ABS brakes, Petrol, Seating capacity of 04 persons, with working air condition, spare tyre, seat belts, tool box, toe chain, fire extinguisher, first Aid kit. Tyres condition 80%. With literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in 5 Union Council/Village(s): 05 Rasool Abad, Shadi Shaheed, Tando Masti Khan, Lyari and Jiskani in District Khairpur	3	3 Months

Lot No. 2: Rented Vehicle 4x4

Sr. No.	Name of Item	Required Specifications	Required Quantity	Duration Months
I	<u>Rented Vehicle 4x4 Car With driver without fuel</u>	4 x 4 Car model 2019 or above, Engine capacity 2000cc or above. Seating capacity of 06 persons, with AC, spare tyre, seat belts, tool box, toe chain, fire extinguisher, good mileage, Tyres condition 80%. With literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in 5 Union Council/Village(s): 05 Rasool Abad, Shadi Shaheed, Tando Masti Khan, Lyari and Jiskani in District Khairpur	2	3 Months

2. Closing date and time for submission of tenders:
02:30 pm 01-11-2022
3. Submission of tenders
IRC Office: House No. D-42/B, Block No. 1, K.D.A. Scheme No. 5, near Ziauddin Hospital Clifton, Karachi. Phone No: 021-35822239, 35838690
4. Timetable for provision
To be provided by the bidder- the bidders are required to provide realistic delivery time for the services in relevant section of price schedule.
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 a minimum of Six (06) Months from the tender submission date.

7. Currency

All tender submissions should be received in Pakistani Rupee

8. Terms

The prices must be inclusive of all taxes, driver wages, accommodation TA/DA and allied costs.

The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.

Suppliers 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

9. Lots

Lot No. 1 – Rented Vehicles Saloon Car with driver without fuel

Lot No. 2 – Rented Vehicles 4x4 Car with driver without fuel

Bidders can apply for a single or multiple Lots. MH reserves the right to divide the order Lot wise/item wise to different bidders.

10. Type of contract

Services agreement

11. Samples Required

Vehicles of the shortlisted vendors will be checked by the tender committee before the awarding of the contract. Shortlisted vendors will present their vehicle at IRC office at their own cost.

12. Site Visit

If supplier's/tenderer responsibility to aware about typography/access to project area. Organization can facilitate the selected bidders in securing No Object Certificate (NoC) where required.

13. Content of tenders

1. **Instructions to Tenderers (See Doc 3)**
2. **Terms and Conditions (See Doc 4)**
3. **Price Schedule (See Doc 5a and 5b)**
4. **Tenderer's Relevant Experience (See Doc 6)**
5. **Tenderers Declaration (See Doc 7)**
6. **Concern Safeguarding Policies (See Doc 8)**
7. **Concern Anti-Fraud Policy 2017 (See Doc 9)**

14. Opening of tenders

01st Nov 2022 at 03:00 pm at IRC Office: House No. D-42/B, Block No. 1, K.D.A. Scheme No. 5, near Ziauddin Hospital Clifton, Karachi. Phone No: 021-35822239, 35838690

15. Evaluation of tenders

Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered. Bidders can apply for a single item or all items. MH reserves the right to divide the order item or supplier wise.

16. Clarification meeting

Potential tenderers can seek clarification on the tender dossier by email to following email: anilparmar.irc@gmail.com
Landline # 021-35838690 - 9:00am to 5:00pm

17. Cancellation of the tender procedure
Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason. Tender might be cancelled due to non-receipt of a minimum number of bids, a change in specification of the services, cancellation/non approval of project NoC from Government, the costs exceeding budgetary limits or the project being cancelled by donor.
18. Appeals Process
Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Executive Director of IRC
19. Data protection
IRC guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. IRC guarantees confidentiality of the procurement process.
20. Donor
The project is supported by Concern Worldwide RAPID Fund through USAID-BHA funding. As per the requirement, the supplier is required to ensure the visibility of Concern and USAID through using logos on material/construction work or on packing depending on the nature of supplies/services.
21. Complaints Mechanism
Following are the contact details for any complain and feedback; as per the procedures, all sensitive complaints are investigated through documented procedures.
- a) By email to info@irc-pakistan.org
 - b) By telephone to 021-35822239/ 35838690
 - c) Can also contact to Concern Worldwide complaints Contact Number 0302-8500356 Email Address: complaints.pk@concern.net
22. TOR for the vendors
- a) A complete firm information and driver information will be submitted to IRC.
 - b) Supplier will be responsible for provision of driver's salary/ overtime and maintenance of the vehicle. IRC will be responsible for filling of Fuel
 - c) 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.
 - d) 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 IRC from Supplier and quadruplicate copy of the IT receipt shall be provided to the Supplier if required on written request.
 - e) In case of any accident or mishap, (Snatching of vehicle etc.) IRC will not be responsible for any kind of damages/penalties/payment to any third party in any case.
 - f) 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
 - g) 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 IRC. They will follow the instructions received from IRC or its staff during course of duty. Violation committed by the driver shall be considered as committed by the service provider.
 - h) Any item supplied by IRC team for the rented vehicle during the rental period will be returned on termination of the contract.
 - i) In case of evacuation from the base 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. IRC can give notice of any such movement to the Supplier prior to such movement at the given contact numbers of the Supplier/contractor.
 - j) A trial period of Fifteen (15) days applies from the starting date to allow the organization to ensure the vehicle is in a safe worthy condition.
 - k) All maintenance and service will be the responsibility of vehicle supplier.

- l) 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.
- m) In case of any violation of above terms and conditions, IRC reserves the right to terminate the contract at once and the balance of the payment by either Party shall be paid or reimbursed.
- n) IRC in any case will not be responsible for the documents (Customs etc.) and in case of any problem and reserves the right to terminate the contract.
- o) Firm will be responsible for the arrangement of required vehicle and driver.
- p) Salary of the driver, tracker fees and any other maintenance of vehicle will be the responsibility of firm.
- q) Payment will be made on monthly basis upon submission of proper invoice to IRC and log book of each vehicle.
- r) 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.
- s) Vehicles will be parked in IRC premises as per instruction.
- t) 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 substantances of the vehicle / driver otherwise per day rent will be deducted from monthly