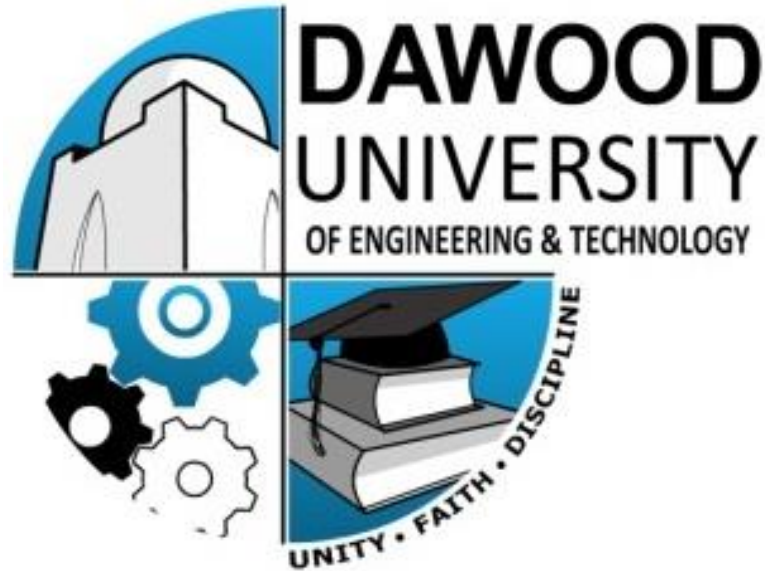


**DAWOOD UNIVERSITY OF ENGINEERING & TECHNOLOGY,
KARACHI**

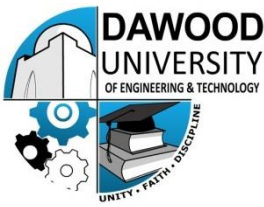


TENDER DOCUMENTS

FOR

**HIRING OF PRIVATE
TRANSPORT SERVICE FOR
PICK & DROP OF DUET
STUDENTS.**

**M. A. JINNAH ROAD, KARACHI-74800 (PAKISTAN)
PHONE: 021-99231195-98, 021-99230706 FAX: 021-99230710
WEBSITE: <http://www.duet.edu.pk>**



DAWOOD UNIVERSITY OF ENGINEERING & TECHNOLOGY

M. A. JINNAH ROAD, KARACHI-74800 (PAKISTAN)

PHONE: 021-99231195-98, 99230307 FAX: 021-99230710

DUET/TRANSPORT SERVICES/2023

NOTICE INVITING TENDER

Sealed bids are invited from well reputed and experienced firms for procurement of private transport services/dedicated bus services for the students of DUET for the period of at least one year to be extendable 02 years. Bid Security equivalent to 5% of bid cost offered in the shape of pay order in the name of Dawood University of Engineering & Technology (DUET) Karachi.

Eligibility: Income Tax- GST, NTN and SRB registered firms (as per SPPRA Rule 46 1a (iii)) is mandatory.

Method of Procurement: Single Stage – Single Envelope

Bidding Documents for the event can be obtained from the office of the Procurement Officer during office hours against the pay order / bank draft of Rs. 2000/- (Non-Refundable) in favour of Dawood University of Engineering & Technology (DUET), Karachi will also be available on SPPRA & DUET own website: www.duet.edu.pk.

Date of Issuance of Bidding Document: 04-09-2023 to 18-09-2023 (up to 12:00 noon)

Last Date & Time for submission of Bid: 18-09-2023 (03:00 pm)

Date & Time for Opening of Bid: 18-09-2023 (03:30 pm)

In case of any Govt. Holiday or unforeseen situation or incident, the bids shall be issued, submitted & opened on the next working day as per schedule. Place of issuance, submission, inquiries and will be at Procurement Section. Tenders will be opened at Seminar Hall, Dawood University of Engineering & Technology, Karachi.

Under the following conditions Bid will be rejected:

- Conditional and telegraphic bids/tenders
- Bids not accompanied by bid security & non-refundable tender fee.
- Bids received after specified date and time
- Blacklisted Firms

All other terms & conditions are mentioned in the bidding documents. Procuring agency reserves the right to reject all or any bids subject to the relevant provision of Sindh Public Procurements Rules 2010(Amended till to date)

Procurement Officer

The proposal should cover the following information:

1. Name of the firm and complete contact details.
2. List of similar services provided / including details of the services currently in operation.
3. List of Client with contact details
4. A certificate / affidavit that the firm (or consortium) is not blacklisted by any Government / Semi-Government / Autonomous Body etc. and is not involved in any kind of insolvency litigation.
5. Required Bid Security
6. Required Tender Fee (non-refundable)

Terms & Conditions:

1. **BIDS:**
Rates shall be for the supply of material described in the Schedule of Requirements / Bill of Quantities at DUET Karachi, meeting the following conditions;
- 1.1 Bids should remain valid for 90 days from the date of the opening of tenders.
- 1.2 Telephone/telex/fax/telegraphic tenders shall not be entertained.
- 1.3 Bidders must have an office and workshop / service center facilities preferably in Karachi failing which their offer will not be considered.
- 1.4 After opening of tenders no change is allowed to be made in the tender documents.
- 1.5 All applicable taxes (if any) including GST should be included in the quoted price of equipment/items.
- 1.6 No advance payment shall be made against the purchase order.
- 1.7 All the information provided in the bid should also be adequately supported by relevant documents and technical brochures. Bidders may attach documents highlighting the competitive edge and unique features of their proposals.
- 1.8 Incomplete tenders will not be acceptable.
- 1.9 The DUET Authority reserves the right to accept or reject any or all the bids or increase or decrease the quantity of equipment/items subject to relevant provision of SPPRA Rules 2010.
- 1.10 In case of agents bidding for the tender, they must enclose original Proforma Invoice/Fax copy/Quotation from their Principals failing which their offers may be ignored.
- 1.11 **The agent must submit the following documents along with their offer failing which their offer will be rejected.**
 - 1.11.1 List of Technical/Engineering Staff preferably stationed in Karachi.
 - 1.11.2 List of clients in Pakistan for a similar work / supply.

1.11.3 *The bidder has to provide certificate that all BUSES are up to the required standard.*

1.11.4 Non-Black List Affidavit / Certificate (confirming that bidder has never been black listed from any Government/Semi Government organization).

2. BID SECURITY

The bidder should submit their bid along with a Pay Order/Demand Draft i.e. 5% of the Tender Cost as Earnest Money in the name of Dawood University Of Engineering & Technology (DUET), Karachi and valid for thirty (30) days beyond the validity of the bid.

2.1 The successful Bidder's bid security will be discharged upon the Bidder signing the contract and furnishing the performance security/Bond.

2.2 The bid security may be forfeited;

(a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form & as per terms & conditions clause 2.

(b) In the case of a successful Bidder, if the Bidder fails:

(i) to sign the contract

(ii) to furnish performance security

A bid valid for a shorter period (period specified in clause 2.) shall be rejected by the Procuring agency as nonresponsive

3. PERFORMANCE SECURITY/ BOND

3.1 Performance guarantee equal to 10% of the total price of the work order shall be furnished within 07 days of issuance of letter of Intent or Purchase Order/Supply Order as per Annexure-B OR in the form of Pay Order/ Demand Draft which shall remain in force for at least one year.

3.2 Local agents of the Foreign Principals will be responsible for installation and satisfactory operation of equipment/items on their behalf.

4. INSURANCE

Offer should be exclusive of Insurance Charges.

5. ALTERNATIVE PROPOSALS

If any bidder submits alternative proposal (s), complete information on alternative equipment/items should be submitted on separate Bidding Documents along with Bid security.

6. MANUFACTURER & MODEL:

The Bidder shall clearly mention the Manufacturing Detail & Model of Quoted Buses failing to provide the details may lead non-acceptance of the bids.

7. VALIDITY OF PRICES

The prices quoted should be valid for a period of at least 90 days from the date fixed for opening of tenders.

8. PACKING AND MARKING (N/A)

The packing of the equipment/items shall be usual export packing to ensure safe and sound delivery of goods to the destination i.e., The DUET Karachi. Each packing shall be clearly and legibly marked in English as directed stores in a similar manner as communicated in the letter of intent / Purchase Order.

9. SIGNING OF THE AGREEMENT

Within 07 days of the issuance of the Award of Contract / Purchase Order the successful bidder will be required to sign a Contract Agreement (duly affixed by stamp duty @ 0.3%) with the purchaser (i.e., The DUET Karachi) for the supply of such quantity in whole or in part of the tendered stores as clarified in the letter of intent / Purchase Order.

10. ON-ARRIVAL INSPECTION & TAKING OVER

10.1 ON-ARRIVAL INSPECTION (Where applicable)

There shall be inspection by the representative of the Purchaser on arrival of stores at consignees end in presence of representative(s) of the Contractor Local Agent if any and the Insurance Company. The report of inspection which inter-alia should indicate the conditions in which each unit of package has been received will be signed by the above-mentioned representatives.

10.2 TAKING OVER (Where applicable)

Upon receipt of the equipment/items in the Warehouse of Purchaser and after final inspection by inspection agency (or agencies) nominated by the Purchaser, the Purchaser will issue a taking over certificate in which he shall certify the date on which the equipment/items have been so accepted.

The taking over of damaged equipment/items during the transportation shall be withheld until it has been completely repaired/replaced and checked.

11. BREACH OF CONTRACT

In case of breach of contract, the damages suffered by the Purchaser shall be recovered to the full extent from the Contractor's Performance Bond.

15. DELAY IN DELIVERY- LIQUIDATED DAMAGES (where applicable)

15.1 If the Contractor fails to deliver the Services with the time laid down in the Contract Agreement or any extension thereof, there shall be a deduction from the Contract Price, as liquidated damages, a sum of 01 % of total value per day or a part of the month contract price of each unit of the undelivered stores for each calendar month of delay. Total liquidated damages payable to the Purchaser shall not in any case exceed by Ten percent (10%) of the Contract Price of the unit or units so delayed and such deduction shall be in full satisfaction of the Contractor's liability for the said failure. The amount will be recovered from the Local Agent's Commission/Performance Bond.

15.2 Should the progress of the contract at any time be lagging behind the programme agreed between the Purchaser and the Contractor, the Purchaser shall notify the Contractor in writing and the Contractor shall thereupon take such steps as he deems fit to expedite the progress of the Contract.

17. ACCEPTANCE TERMS

The submission of the tender against the tender inquiry by the Bidder means that the Bidder has read and accepted the terms and conditions relating to all the tender document and annexure(s) and has thoroughly examined the specifications and particulars in the tender inquiry.

18. DISQUALIFICATIONS

Offers are liable to be rejected if, there is any deviation from instructions as laid down in the bid document i.e.

18.1 Tenders are submitted without the required earnest money.

18.2 Offers are received after specified date and time.

18.3 Specification and other requirements are not properly adhered as per the requirement of Procuring Agency.

18.4 Required Documents are not attached.

18.5 **GST/NTN/SRB (whatever applicable)** certificate is not attached.

18.6 If any other major discrepancy found in the proposal.

18.7 Fitness Certificate from Transport Department, Government of Sindh.

18.8 If bidder is not an active tax payer

19. PAYMENT

Payment shall be made in Pak. Rupees in the following manner:

19.1 Payment shall be released only on complete delivery of required services as per contract Agreement within forty (45) days on submission of claim/invoice at Procurement Section supported by satisfactory report to be issued by Transport Incharge declaring that required services have been delivered and that all contracted services have been performed.

19.2 No part payment will be allowed.

19.3 No advance payment will be allowed.

SCHEDULE OF REQUIREMENTS

S.No.	Routes	Daily Rent Per Bus (without fuel) With Govt. Applicable Taxes	Per Km Charges / Rate	Seating Capacity
1	Maymar Gate No.02, Maymar Mor, Jamali Pull, Sachal Mor, Punjab Adda, Al-Asif, Chappal Garden, Paradise, Maskan, Safari Park, Kala Board, Nipa, Baitul Mukkram, Hassan Square, New Town, Jail Chowrangi and University.			60+
2	Sachal Goth Main Gate, Madras Chowrangi, Muhammad Khan Goth, G- 3 Bus Stop, Marora Goth, Memon Hospital, Rim Jhim Tower, Safora Goth, Johar Complex, Mosmiyat, Samama, Kala Board, Nipa Chowrangi, Mumtaz Manzil, Hassan Square, Old Subzi Mandi, New Town, and University.			60+
3	Ziauddin Hospital, Bilawal Chowrangi, Boat Basin, Punjab Chorangi, Race Course, Cantt. Station, Zainab Market, Mobile Market, Anklesaria Hospital, Garden Zoo, Juman Shah Mazar, Soldier Bazar, Numaish Signal, Gurumandir and University.			60+
4	Hospital Chowrangi, Dawood Chowrangi, 89 Landhi, Babar Market, Korangi # 5, Korangi Crossing Qayumabad, Akhtar Colony, Kala Pull, FTC Building, Sindhi Muslim Society, Khudadad Colony and University.			60+
5	Magsi Chowk, Bhitayabd, Dubai House, Nawaz Sharif Scheme, Kamran Chowrangi, Munawar Chowrangi, Pehlwan Goth, Rabia City, Johar Chowrangi, Johar Mor, Dalmia, National Stadium, Agha Khan Hospital, New Town and University.			60+
6	Naval Chowarngi, Mawach Mor, Ruby Chowk, Muhajir Camp, 03 No. & 04 No., Shershah, Habib Bank, Nazimabad Petrol Pump, Nazimabad 07 No. O-Clinic, Board Office, Abdullah College, Banaras Pull, Ponay Panch Chowrangi, 5 No. Orangi Town, Islam Chowk, New Golimar, Lasbella, Gurumandir and Universty.			60+

7	4K Chowranghi, Power House, Nagan Chowranghi, Sakhi Hassan, People Chowranghi, Dental College, Landi Kotal Chowranghi, Tahir Villa, Aisha Manzal, Karimabad, Lalu Khet 10 No., Baloch Hotel, Essa Nagri, Hassan Square, Old Subzi Mandi, New Town, Jail Chorangi and University.			60+
8	Gulshan-e-Hadeed, Razzaqabad, Quaidabad, Malir Halt, Shahra-e Faisal, Baloch Colony Pull, Shaheed-e-Milat Road, Jail Chowranghi and University.			60+
9	Steel Town, MurghiKhana, Bhens Colony, Malir 15, Malir Halt, Drig Road, Karsaz, Stadium Road, Agha Khan, New Town, Jail Chowranghi and University.			60+
10	Khokrapar, Model Colony, Tank Chowk, Dipu, Malir Halt, Shahra e Faisal, Drig Road, Millinium Mall, Dalmia, National Stadium, Agha Khan, Jail Chorangi and University.			60+

Note for bidders:

1. Per Kilometer Charges/Rate:

Rate of Per Km may increase or decrease due to fluctuation in Fuel Prices as per Govt. of Pakistan announcement. Calculation shall be made on quoted rates by bidder (example if bidders quoted Rs. 50 per km with per litre cost Rs. 300 or Govt. fixed rate then average would be taken by using the formula $(50/300*100=16.7\%)$. Actual Kms will be verified by Transport In charge / Procurement Section

2. Routes for Pick & Drop:

Predefined Routes can be changed and can also be revised any time as per need if or whenever required by the Procuring Agency. Bidder/Transport Service Provider shall not allow to take other routes which are not defined by the Procuring Agency/Transport Sectional Head.

ARTICLES OF AGREEMENT / CONTRACT AGREEMENT/TRANSPORT AGREEMENT

This lease Agreement is made at Sukkur on this _____ between _____ Hereinafter referred to as the “Contractor” of the first part,

AND

Dawood University of Engineering & Technology (DUET), having NTN _____, through its representative _____ bearing **CNIC#** _____ hereinafter referred to as the “Procuring Agency” of the second part.

Acceptance of all following terms & conditions.

1. That this contract is for the period of 12 months (current FY i.e from _____2023 to _____2024) and extendable to two years.
2. That the transporter will provide the vehicles for different routes as per following schedule and rates (to be inserted as per Work Order)

S.No	Route From To	Vehicle Type	Monthly Billing
01			
02			
03			
04			
05			

3. The Contractor/firm registered with Income Tax department and Sindh revenue Board.
4. All applicable taxes will be deducted from the bill including income tax and sales tax according to SRB rules as per service act 2011.
5. The contractor will show / provide physical fitness certificate of vehicles.
6. That the contractor should clearly agree to operate/arrange all buses according to the scheduled program, which will be issued by the Transport Section of University, from time to time, to pick and drop the university students from prescribed routes with punctuality and regularity without fail
7. The Transport Officer is authorized to change the route of any bus instantly according to the need of hour.

8. That just for ensuring and assuring the efficient performance by the contractor, it should be very clearly stipulated and determined by both the parties that, the above services are agreed to be rendered by the contractor.
9. That the contractor will be bound and responsible for plying the buses with insurance and in good condition which may suit the educational atmosphere and qualitative standard of the university, as such the vehicle must be self-start, neat and tidy, failing which Rs. 2000= per side per bus will be imposed as penalty.
10. That the University shall not be responsible for any damage, wear and tear of the Buses/ vehicles from outside/inside of the campus.
11. That the University will pay only for those trips for which buses would be utilized according to the scheduled program issued by the authorities.
12. That in case if the University authorities/students have any complaint about the bus/buses, staff the same shall be discussed/en into and remedies on the spot, and the university authorities have right to curtail the number of buses on short notice and can stop the service without giving any reason at any time.
13. That during the agreement period if the contractor intends to discontinue the service then he would be under legal obligation to issue the notice for withdrawal of the service at least 45 days in advance, failing which the payment of the remaining bills will not be released to him and also security deposit will be forfeited.
14. That during semester examinations or 15 days before the commencement of the examinations the contractor has no right to issue the notice for withdrawal of the service, if he does so his final bill of payment will be forfeited along with his security deposit.
15. The contractor is bound to arrange more buses if required by authorities with in one day, if he fails then he will be penalized by the amount equal to two days payment of a bus. This condition will also apply on the short of bus on any route.
16. That the contractor must ensure the reaching of all buses at departure terminals in time, if any bus/buses found coming late then Rs. 200/= will be charged as penalty per late coming bus.
17. That the contractor must ensure for supplying proper information regarding plying of buses and in case of misinformation or any bus plied on any route without consent of the University management, a fine of Rs. 10,000/- per bus would be imposed by the University management.

18. That the University would make the payment to the contractor within the period of 15 days from the date of submission of the bill by contractor. The payment will be released monthly.
19. The contractor is bound to follow the verbal instructions of Transport officer in connection with the operation of the service from time-to-time for increase/decrease of the number of buses.
20. That all the buses must be parked as per the prior instructions of the Transport Officer, in case the bus/buses are not properly parked or bus/buses found without displaying route board on the windscreen, then Rs. 100/= will be charges per bus per side as penalty.
21. That buses must reach at starting point at least 15 minutes before departure, failing which Rs. 200/= per bus will be imposed as penalty.
22. The contractor of his representative must be present at the main terminal points at the time of departure of the buses daily.
23. The contractor has to follow the instructions of the university management, issued from time to time regarding schedule or any problem faced.
24. The contractor is bound to ply same registered buses at time of departure which have already entered at time of arrival. In case of failure or any bus the contractor can bring another registered bus, after taking permission from Transport officer/ Incharge Transport.
25. In case noncompliance of the instructions of the Transport Section or any irregularity, after serving three letters, the security deposit will be forfeited.
26. If any bus do not pick the students stands on the way will be penalized Rs. 200/- per bus after receipt complaint.
27. The contractor will provide the buses for study tour/official visit/trip outside the city at the rate of Rs. _____per k.m
28. Predefined routes can be changed if or whenever required by the Procuring Agency
29. Under the provision of SPP rules 2010 per day liquidated damages will be imposed i.e. 1% of total per day charges of per bus in case of any kind of failure as per Terms & Conditions in this contract & Bidding Documents.

Contractor: _____

University:

WITNESS:

WITNESS:

1) _____

Name: _____

CNIC: _____

2)

Name:

CNIC:

Evaluation/ Eligibility Criteria

1. Registration Certificate of Income Tax/NTN, & SRB
2. The bidders should have at least 05 years successful experience of same services of any University
3. List of similar services provided to Universities including details of the services currently in operation with Certificate of Satisfactory from that Organization.
4. Last three years audited financial statements
5. Bank Statement Last 03 Years
6. Last 03 Years Turn Over at least 10 million or above
7. "Details of Drivers to be assigned for Buses with Valid Driving License HTV with experience at least 05 years. Experience Certificates of Drivers is required."
8. Fitness Certificate from Transport Department Government of Sindh.