

Terms of References for Transport Services

SZABIST ZABTech

SZABIST ZABTech (iTVE) is an accredited institute of Technical and Vocational Education serving people of Sindh Province since year 2000 in seven districts (Hyderabad, Larkana, Shaheed Benazirabad, Tando Muhammad Khan, Sehwan-Jamshoro, Khairpur Mir's and Thatta).

The aim of project is to train 110 trainees in six sectors: services, business administration, textiles, Mechanical Technology, information Technology and Construction Technology as per market training need assessment. 51% of female candidates will be trained.

List of Acronyms

SZABIST	Shaheed Zulfikar Ali Bhutto Institute of Science & Technology
iTVE	Institute of Technical and Vocational Education
RFP	Request for Proposal
NTN	National Tax Number
CNIC	Computerized National Identity Card
WHT	Withholding Tax
GST	General Sales Tax

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1. General Instructions

- a. Proposal received after closing date shall not be accepted.
- b. Proposal from black listed by any regulatory body shall not be accepted.
- c. Firm(s) should submit complete EOI and relevant information in the proposal.
- d. Firm(s) should quote rate of transportation per month per trainee along with detail of vehicles to be used for the service
- e. Firm(s) should describe mode of transportation facility that is through owned or rental vehicles
- f. Any lapse to provide essential information may result in disqualification of firm(s)
- g. Any cost for preparation and submission of the proposal shall be borne by firm(s)
- h. SZABIST ZABTech will disqualify the applicant, if at any stage, it finds that the information submit is misleading, dubious or significantly inaccurate
- i. All applicable taxes will be deducted from the bill including income tax and Sindh sales tax
- j. Under following conditions proposal will be rejected: -
 - i. Conditional and telegraphic bids/tenders;
 - ii. Bids not accompanied by bid security of required amount and form;
 - iii. Bids received after specified date and time.
 - iv. Black listed firms
 - v. Bids must be signed, named, & stamped by authorized person of the firm / contractor / companies on official letter head.

2. Scope of Assignment

- a. Daily Pick and drop to trainees within radius of 25km with respect to institute locations
- b. SZABIST ZABTech iTVE Campuses (Larkana, Khairpur Mir's, Hyderabad, Shaheed Benazirabad)
- c. Bid validity Period: - 90 days
- d. The initial period of agreement shall be for 12 months which may be extended mutually

3. Required Profile of Firm

- a. Name, address, phone, Fax and E-mail address along with postal address for head office/Branch Office and contact person
- b. Certificate of registration of firm(s) as legal entity, if any

4. Required Qualification & Experience

- a. List of similar assignments with cost undertaken in past 03 years
- b. List of similar assignments with cost undertaken in past 03 years
- c. Copies of similar agreements undertaken

5. Required Financial & Other Information

Responsive firm(s) is required to submit following documents with the proposal:

- (i) Income Tax Certificate / NTN from income tax department, Sales Tax Registration Certificate / Proof of registration with Sindh Revenue Board.
- (ii) Details of transport vehicles owned by firm/contractor;
- (iii) Bank Account statement of last 06 (six) Months.
- (iv) Affidavit that firm has never been black listed;
- (v) Affidavit that invoices will be submitted on actual No. of Trainees.
- (vi) Affidavit that contractor having license drivers with 03 years driving experience.
- (vi) Physical fitness Certificate of vehicles from concerned authorities

Terms and Conditions to Firm(s)

1. The contractor will show / provide physical fitness certificate of vehicles.
2. That the contractor should clearly agree to operate / arrange all buses/vans according to the scheduled program, which will be issued by the principal office of concerned campuses from time to time, to pick and drop trainees from prescribed routes with punctuality and regularity without fail.
3. The successful tenderer shall submit a performance security upto 10% of the annual contract value.
4. There will not be any change in rate in the case of government revises the rate of diesel or petrol.
5. That the contractor should also agree by the both parties that it would be purely on the discretion of the SZABIST ZABTech authority to allow / permit the transporter to pick and drop either boys or girls trainees of any route within 25KM radius with the respective locations of campuses. The principal office is authorized to change the route of any bus / van instantly according to the need of hour.
6. 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.
7. 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 institute as such the vehicle must be self-start, neat and tidy, failing which Rs.200/= per side per bus will be imposed as penalty.
8. That the institute shall not be responsible for any damage, wear and tear of the Buses / vehicles from outside and inside of the campuses, in case of any misshape occurs.
9. That the institute will pay only for those trips for which buses would be utilized according to the scheduled program issued by the authority.
10. That in case if the institute authorities / trainees have any complaint about the bus/buses, staff the same shall be discussed/ enquired into and remedied on the spot and the institute authorities have right to curtail the number of buses on short notice and can stop the service without giving any reason at any time.
11. 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.
12. That during 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.
13. The contractor is bound to arrange more buses if required by authority 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.

14. That the contractor must ensure the reaching of all buses at departure terminals / points in time. If any bus / buses found coming late then Rs.200/= will be charged as penalty per late hour coming bus.
15. 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 principals offices, a fine of Rs.10,000/= per bus would be imposed by the in charge Transport on the recommendation of the Principal Offices.
16. That the institute would make the payment to the contractor within the period of 15 days from the date of submission of the bill by the contractor. The payment will be released fortnightly.
17. The contractor is bound to follow the verbal instructions of principal offices in connection with the operation of the service from time to time for increase / decrease of number of buses or trainees.
18. That all the buses must be parked as per the prior instructions of principal offices. In-case the nus/buses are not properly parked or bus /buses found without displaying route board on the windscreen, then Rs.100/= will be charged per bus per side as penalty.
19. That buses must reach at starting point at least 15 minutes before departure, failing which Rs.200/= per bus will be imposed as penalty.
20. The cleaner of the bus will make the announcement regarding the route at all picking points within institute premises in case of failure Rs.100/= will be fined per bus per side.
21. The contractor or his representative must be present at the main terminal points at the time of departure of the buses daily.
22. There will be no payment of Rickshaw will be made in lieu of buses / vans. Each missing bus(s) will be penalized equal to two days payment.
23. The contractor has to follow the instructions of the Principal offices issued from time to time regarding schedule or any problem faced.
24. The buses would be plied according to the schedule given by the principal offices to the contractor.
25. The contractor will be bound to report at least 15 minutes before the time of departure of the buses from campuses, route-wise and he will give assurance that route wise required buses are parked in case of failure to do so Rs.1000/= will be fined.
26. Only agreed vehicles will be allowed per up and down, However in case of emergency basis due to shortage of large buses if any other vehicles will be arranged than payment would be made by deducting Rs.600/= per up and down from the actual amount of the bus.
27. In case of noncompliance of the instructions of the principal offices or any irregularity, after serving three letters, the security deposit will be forfeited and fresh call deposit will be deducted from the bill of contractor.
28. If any bus does not pick the trainees stands on the way will be penalized Rs.200/= per bus after receipt complaint.

29. Contractor must have:

- Income Tax Certificate / NTN from income tax department
- Sales Tax registration certificate / proof of registration with SRB
- Proof /Certificate of relevance experience
- Bank statement of last 06 months
- Physical fitness certificate of buses from the competent authority

30. Technical Evaluation Criteria Specification under:

1. Contractor having sufficient fleet of buses / vans with physical fitness certificates
2. Contractor having licensed drivers for plying buses with 03 years' experience.
3. Contractor own workshop with technical team for maintenance of buses or having contract with workshops (proof will be given)
4. Contractor having pas experience and proof for plying buses with other institutions.
5. Contractor having financial soundness

Financial proposal

FOR APPLYING PRIVATE BUSES / VANS FOR THE YEAR 2018-2019

Name Of The Agency / Contractor:

National Identity Card Number:

National Taxation Number:

Registered In Board Of Revenue:

Experience Certificate:

Bank Statement:

Address:

Telephone /Mobile Number:

Experience In The Field:

Pay Order Of Earnest Money Rate Of 2% : Rs.

Date

Provide At Least Rs.100/= Undertaking That All The Information You Have Provided Is True.

**I OFFER MY RATE FOR PLYING THE TRAINEES PRIVATE POINT BUSES AT
RUPEES:**

RUPEES IN WORDS (_____)

PER TRAINEE PER MONTH

SIGNATURE OF THE BIDDER / CONTRACTOR: _____

Letter

Procurement Committee,
SZABISTZABTechITVE, Karachi

Dear Sir/ Madam,

1. We (Name and Address of the Tenderer), having read, understood and accepted the Tender documents, including the Addendum (s), if any, offer to supply, install configure test, train and support the Goods and the Service, in conformity with the said Tender Documents, to (Name and Address of the Purchaser), for Total Tender Price of PKR (in figures _____ in words _____ in accordance with the price schedule and the timeline, attached hereto and made part of the Tender.
2. We undertake that the Tender shall have a minimum validity period of ninety days from the last date for submission of the Tender and may be accepted at any time before the expiration of that period.
3. We undertake to provide the performance security to give satisfactory assurance of our ability and intention, for due performance I execution of the Contract in accordance with the terms and condition of the contract in case of acceptance of the Tender.
4. We undertake that we are / shall be represented by an agent in that country equipped and able to carry out the maintenance, repair and spare parts stocking obligations prescribed in the Terms and conditions of the Contract and / or the Technical specifications, in case of acceptance of the Tender and not doing business within the purchaser's country.
5. We undertake to the bound by the tender and the acceptance letter, which shall constitute a contract until execution of the formal contract.

Date this _____ day of 2018

TENDERER

Signature

CNIC No.

Name

Designation

Address

Note: This letter should be on the letterhead of the Tenderer.

Undertaking

I undersigned, certify that I am the designated legal representative of this Company that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge.

I understand and accept any false or inaccurate information may result in the cancellation of bid, even if discovered later.

Name:

Position:

Signature & Stamp

Date: