

NEWSPAPER ADVERTISEMENT

TENDER NOTICE

National Rural Support Programme (NRSP) invites sealed tenders for hiring of the vehicles on rental basis from registered suppliers/ companies as per below given details.

Lot	Description	Qty	Duty Area (District)	Tender #
1	Car (Monthly Rental Basis) Hatch back car engine capacity 900 to 1000 CC (Petrol) with AC, Model 2018 and above in good condition. (With Driver without petrol).	10	2 vehicles in each district TandoAllahyar, Tando M. Khan, Hyderabad, Mirpurkhas and Shaheed Benazir Abad	Tender#/NRSP/ HYD/RSPN/01/ rental vehicles / 2023
2	Bolan/High Roof (Monthly Rental Basis) Van engine capacity 750 to 800 CC (Petrol), Model 2018 and above in good condition. (With Driver without petrol)	6	2 vehicles in each district TandoAllahyar, Sujawal and Thatta	Tender#/NRSP/ HYD/RSPN/02/ rental vehicles/ 2023
3	Car (Per Day Rental Basis/ Need Basis) Sedan Engine Capacity 1250-1350 CC (Petrol) with AC, Model 2018 or above in good condition (With Driver without petrol)	1	Hyderabad	

Details and terms & conditions are available in the tender documents that can be downloaded free cost from NRSP website <https://nrsp.org.pk/tenders> / The deadline for submission of tenders is 23rd December 2023 till 3:00 PM to the undersigned office at Hyderabad

Programme Officer: Administration, National Rural Support Programme,
Hyderabad-Mirpurkhas dual carriage way near Gulmohar Restaurant Rahooki, Hyderabad.
Contact: 0303-7772135

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Hyderabad 09th December, 2023

Our ref.: Tender#/NRSP/RSPN/HYD/01/rental vehicles/2023

Dear Sirs/Madam,

SUBJECT: INVITATION TO BID FOR SUPPLY OF VEHICLES ON RENTAL BASIS

This is an invitation to bid for the above mentioned subject. Please find enclosed the following documents, which constitute the bid package:

- A. Instructions to bidders (ITB)**
- B. Technical Specifications/Offer and Financial Offer**
 - **Annex i +ii** **technical specifications + technical offer**
 - **Annex iii** **Financial Offer**
- C. Further information**
 - **Annex iv** **Declaration**

We look forward to receiving your bid along with bid security (Earnest Money) in the form of Demand Draft/Pay order/Call Deposit in the name of NRSP before the submission deadline at the address specified in the Instructions to Supplier/Contractors.

By submitting a bid supplier/contractor would accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the NRSP sends it to the electronic address you referred to in your offer.

Yours sincerely,

NRSP Procurement Committee

SECTION A

A. INSTRUCTIONS TO SUPPLIER/CONTRACTORS PUBLICATION

Ref: Tender#/NRSP/RSPN/HYD/01/rental vehicles/2023

National Rural Support Programme is implementing the project titled “Building Health Families Activity” project in districts of Tando Allahyar, Tando Muhammad Khan, Hyderabad, Mirpurkhas & Shaheed Benazir Abad of Sindh province.

- 1.1 The subject of the contract is the supply of the below specification vehicles on **Monthly/Per Daily Rental Basis** at National Rural Support Programme (NRSP) Regional Office Hyderabad- Mirpurkhas dual carriage way near Gulmohar Restaurant Rahooki Hyderabad or at the duty areas.

Lot	Description	Period up to	Quantity Required	Duty Area
1	Car (Monthly Rental Basis) Hatch Back car 900 to 1000 cc (Petrol) with AC, Model 2018 and above in good condition. (With Driver without petrol)	September 30,2024	2	Main duty station is rural area of district Tando Allahyar while travel may include rest of Sindh Province of Pakistan.
2	Car (Monthly Rental Basis) Hatch Back car 900 to 1000 cc (Petrol) with AC, Model 2018 and above in good condition. (With Driver without petrol)	September 30,2024	2	Main duty station is rural area of district Tando Muhammad Khan while travel may include rest of Sindh Province of Pakistan.
3	Car (Monthly Rental Basis) Hatch Back car 900 to 1000 cc (Petrol) with AC, Model 2018 and above in good condition. (With Driver without petrol)	September 30,2024	2	Main duty station is rural area of district Hyderabad while travel may include rest of Sindh Province of Pakistan.
4	Car (Monthly Rental Basis) Hatch Back car 900 to 1000 cc (Petrol) with AC, Model 2018 and above in good condition. (With Driver without petrol)	September 30,2024	2	Main duty station is rural area of district Mirpurkhas while travel may include rest of Sindh Province of Pakistan.
5	Car (Monthly Rental Basis) Hatch Back car 900 to 1000 cc (Petrol) with AC, Model 2018 and above in good condition. (With Driver without petrol)	September 30,2024	2	Main duty station is rural area of district Shaheed Benazir Abad while travel may include rest of Sindh Province of Pakistan.
6	Sedan Car (Per Day Rental Basis/ Need Basis) Engine Capacity 1250-1350 CC (Petrol) with AC, Model 2018 or above in good condition (With Driver without petrol)	September 30,2024	1	Main duty station is Hyderabad while travel may include project districts of Tando Allahyar, Tando Muhammad Khan, Hyderabad, Mirpurkhas, Shaheed Benazirabd and rest of Sindh Province of Pakistan.

- 1.2 The vehicles must comply fully with the technical specifications set out in the bid package (technical annex) and conform in all respects with the quantities and specifications.

- 1.3 The Prices quoted shall be **monthly/per day basis rental** for Districts **Tando Allahyar, Tando Muhannad Khan, Hyderabad, Mirpurkhas and Shaheed Benazirabd.**
- 1.4 Drivers must have at least 5 years' experience having primary education along with driving LTV's motor cars/jeep, must hold driving license valid for minimum 1 year within Pakistan.
- 1.5 Drivers must be fully conversant with local laws, traffic rules and road conditions of duty area.
- 1.6 Drivers will be required for entire month including weekends (if required). No overtime will be allowed.
- 1.7 **Vehicles rental (with driver) should be quoted on monthly/per day basis rental** for Districts **Tando Allahyar, Tando Muhannad Khan, Hyderabad, Mirpurkhas and Shaheed Benazirabd. The vehicle rental should be quoted lot wise for each lot separately.**
- 1.8 All running, repair & maintenance will be managed by the Supplier/Contractor which includes (Air/fuel Filters, Oil change, Service etc.). Service schedule should be mentioned and will be recorded and checked by NRSP.
- 1.9 Fuel for vehicles will be provided by National Rural Support Programme as per actual consumption.
- 1.10 At designated duty stations driver's meals & accommodation is complete responsibility of the Supplier/Contractor. Outstation meals and accommodation will be provided by National Rural Support Programme.
- 1.11 All critical replacements of vehicles & drivers (within 24 hrs) will be arranged by the Supplier/Contractor with no exception. In case of failure, National Rural Support Programme will arrange its own hired vehicles and all expenses will be deducted from the Supplier/Contractor as per actual till the time of replacement.
- 1.12 All types of insurance (comprehensive/third party) shall be managed by the Supplier/Contractor and all third party losses will be the Supplier/Contractor's responsibility and Supplier/Contractors will ensure to indemnify NRSP from third party liabilities.
- 1.13 All toll taxes will be reimbursed by NRSP and any other fines/penalties/violations tickets will be paid by the Supplier/Contractor.
- 1.14 Vehicle log-books must be maintained and updated by drivers on daily basis and signed by NRSP's authorized person. Log Book will be provided by NRSP.
- 1.15 Parking of vehicles (on NRSP office premises or otherwise) is sole responsibility of the Supplier/Contractor.
- 1.16 As per NRSP policy, on road safety First Aid Kits must be available in all vehicles, this will include fire extinguisher, first aid kit, spare wheel and wheel brace must be carried, tow rope, basic tool box, torch, vehicle jack or any other mutually agreed basic tools.
- 1.17 NRSP Procurement committee reserves the right to alter the quantity, if required.
- 1.18 The quantity of required vehicles may vary on the demand/ requirement of project during the period.
- 1.19 A rental service agreement will be signed with successful Supplier/Contractor(s) for timely supply of appropriate quality items/services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the Supplier/Contractor.
- 1.20 NRSP reserves the right to forfeit the Bid Security in case of breach of the agreement or failure to supply the vehicles and drivers on quoted prices and terms & conditions.
- 1.21 Bid publication does not constitute any commitment on part of National Rural Support Programme unless a written agreement is signed by both parties.

- 1.22 NRSP Procurement committee reserves the right to cancel/reject any or all offers without assigning any reason.
- 1.23 Exact quantities may vary slightly from estimated numbers.
- 1.24 Initial contract will be for project period as mentioned above which would be extendable as per need and as per agreement with both parties.
- 1.25 Supplier/Contractors are not authorized to bid for a variant solution in addition to the present bid.

2. Time table

	DATE	TIME*
Bid Notice Publication	09 th December, 2023	01:00 hrs
Deadline for requesting clarifications from the NRSP	12 th December, 2023	16:00 hrs
Last date on which clarifications are issued by the NRSP	15 th December, 2023	16:00 hrs
Deadline for submission of bids	23 rd December, 2023	15:00 hrs
Bid opening session	23 rd December, 2023	15:30 hrs
Notification of award to the successful Supplier/Contractor	26 th December, 2023 (Tentative)	-
Signature of the contract	27 th December, 2023 (Tentative)	-

* All times are in PST.

3. Participation

3.1 Eligibility.

- Participation in bidding is open to all legal persons having registered business entity including sole proprietorship, Association of Persons (AOP), partnership firm, private or public limited companies having valid NTN registration. Individual Supplier/Contractor would not be eligible to participate in this bid.

3.2 Exclusion from participation.

Supplier/Contractors must have to certify in a declaration that they are not in one of the following situations

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment;
- They have been guilty of grave professional misconduct proven by any means;
- They have not fulfilled obligations relating to the payment of social security
- Contributions or the payment of taxes in accordance with the legal provisions of

country where the contract to be performed.

- They have been subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interest

3.3 Exclusion from award of contract

Contracts may not be awarded to bids which during the procurement procedure:

- (a) Are subject to a conflict of interest;
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation in the contract procedure or fail to supply this information.

3.4 These terms refer to all nationals of the above states and to all legal entities, companies or partnerships effectively established in the above states. For the purposes of proving compliance with this rule, Supplier/Contractors being legal persons, must present the documents required under that country's law.

3.5 The eligibility requirement detailed in sub clauses 3.1 and 3.2 applies to all members of a joint venture/consortium and all subcontractors, as well as to all entities upon whose capacity the Supplier/Contractor relies for the selection criteria. Every Supplier/Contractor, member of a joint venture/consortium, every capacity-providing entity, and every subcontractor providing more than 10 % of the supplies must certify that they meet these conditions. They must prove their eligibility by a document dated less than one year earlier than the deadline for submitting bids, drawn up in accordance with their national law or practice or by copies of the original documents stating the constitution and/or legal status and the place of registration and/or statutory seat and, if it is different, the place of central administration. The NRSP may accept other satisfactory evidence that these conditions are met.

3.6 To be eligible to take part in this bid procedure, Supplier/Contractors must prove to the satisfaction of the NRSP that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively.

3.7 Where bids include subcontracting, it is recommended that the contractual arrangements between Supplier/Contractors and their subcontractors include mediation, according to national and international practices, as a method of dispute resolution.

4. Origin

4.1 All supplies/vehicles under this contract may originate from any country.

5. Type of contract

Monthly/per day Rental for Districts **Tando Allahyar, Tando Muhannad Khan, Hyderabad, Mirpurkhas and Shaheed Benazirabd.**

6. Currency

Bids must be presented in Pak Rupees

7. Lots

This bid evaluation will be made lot wise. The bids can apply for one or more than one lots.

8. Period of validity

- 8.1 Supplier/Contractors will be bound by their bids for a period of 60 days from the deadline for the submission of bids. Quoted price shall be fix till September, 2024 and would not be increased in any case.
- 8.2 In exceptional cases and prior to the expiry of the original bid validity period, the NRSP may ask Supplier/Contractors in writing to extend this period by 30 days. Such requests and the responses to them must be made in writing. Supplier/Contractors that agree to do so will not be permitted to modify their bids and they are bound to extend the validity of their bid security for the revised period of validity of the bid. If they refuse, without forfeiture of their bid security, their participation in the bid procedure will be terminated.
- 8.3 The successful Supplier/Contractor will be bound by its bid for a further period of 60 days. The further period is added to the validity period of the bid irrespective of the date of notification.

9. Language of bids

9.1 The bids, all correspondence and documents related to the bid exchanged by the Supplier/Contractor and the NRSP must be written in the language of the procedure, which is English.

If the supporting documents are not written in one of the official languages a translation into the language of the call for bid must be attached. Where the documents are in an official language of English, it is strongly recommended to provide a translation into English, to facilitate evaluation of the documents.

10. Submission of bids

- 10.1 The NRSP must receive the bids before the deadline specified in 10.3. They must include all the documents specified in point 11 of these Instructions and be sent to the following address:

Procurement Committee,

National Rural Support Programme,

NRSP Regional Office Hyderabad-Mirpurkhas dual carriage way

near Gulmohar Restaurant Rahooki Hyderabad

Contact: 0303-7772135, 03037775944

If the bids are hand delivered they should be delivered to the following address:

Procurement Committee,

National Rural Support Programme,

NRSP Regional Office Hyderabad-Mirpurkhas dual carriage way

near Gulmohar Restaurant Rahooki Hyderabad

Contact: 0303-7772135, 03037775944

Latest by 23rd December, 2023 by 15.00 hrs.

Bids must comply with the following conditions:

- 10.2 All bids must be received at

Procurement Committee, National Rural Support Programme National Rural Support Programme,

NRSP Regional Office Hyderabad-Mirpurkhas dual carriage way near Gulmohar Restaurant
Rahooki Hyderabad

Contact: 0303-7772135, 03037775944

Before the deadline **23rd December, 2023 by 15.00 hrs.**

- 10.3 All bids, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
- the above address;
 - the reference code of this bid procedure, (i.e. Tender#/NRSP/RSPN/HYD/01/rental vehicles/2023
 - The words 'Not to be opened before the bid opening session 23rd December, 2023 till 15:30 hrs. In the language of the bid package.
 - The name of the Supplier/Contractor.

The technical and financial offers must be placed together in a sealed envelope.

11. Content of bids

Failure to fulfil the below requirements will constitute an irregularity and may result in rejection of the bid. All bids submitted must comply with the requirements in the bid package and comprise:

Part 1: Technical offer:

- Bids must have to complete the technical offers on the Annexed format "Technical Bid Form". Bid received without technical bid will be treated as rejected. Supplier/Contractors may use their letter pad for printing of technical bid form.

Part 2: Financial offer:

- Financial Offer: Supplier/Contractors must have to use the annexed "Financial bid form" for completing their financial offer. Supplier/Contractors may use their letter pad for printing of technical bid form.

Part 3: Documentation:

- The Bid security (earnest money), **for Rs.20 000/- (Rupees twenty thousand only) per lot in** shape of demand draft/pay order/call deposit in the name of NRSP.
- Supplier/Contractor's declaration form Annex iv
- Remarks: Supplier/Contractors are requested to follow this order of presentation.

12. Rejection of Bid

The bid will be rejected if

- The documents does not bear signature of the authorized person.
- It is received through e-mail.
- If the bid is submitted without or less or not as per mentioned instrument the bid security (earnest money).
- It is received after the expiry of the due date and time.
- Incomplete Bid.

13. Taxes and other charges

- The quoted rates should be inclusive of all applicable taxes (WHT & SST) as per law of land. In case of any exemption Supplier/Contractors should have to provide a valid exemption certificate as per government rules. Applicable tax would be deducted from each and every payment as per applicable law. Tax deduction certificate would be provided within 6 week from the date of payment.
- Supplier/Contractors must have to provide the comprehensive insurance of the vehicles offered. Copy of insurance policy need to submit for the contract by the shortlisted Supplier/Contractor.
- The quoted prices should be included of all transportation, carriage, handling and all other costs.

14. Additional information before the deadline for submission of bids

The bid package is clear that Supplier/Contractors do not need to request additional information during the procedure. If the NRSP, on its own initiative or in response to a request from a prospective Supplier/Contractor, provides additional information on the bid package, it must send such information in writing to all other prospective Supplier/Contractors at the same time.

Supplier/Contractors may submit questions in writing to the following address before the deadline as given in Clause 2, time table, specifying the **publication reference and the contract title**:

Procurement Committee,

National Rural Support Programme,

NRSP Regional Office Hyderabad-Mirpurkhas dual carriage way

near Gulmohar Restaurant Rahooki Hyderabad

Contact: 0303-7772135, 03037775944

khuda.bux@nrsp.org.pk

The NRSP has no obligation to provide clarifications after this date.

Any prospective Supplier/Contractors seeking to arrange individual meetings with either the NRSP and/or the European Commission during the bid period may be excluded from the bid procedure.

15. Alteration or withdrawal of bids

- 15.1 Supplier/Contractors may alter or withdraw their bids by written notification prior to the deadline for submission of bids referred to in Article 10.1. No bid may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the bid procedure.
- 15.2 Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Article 10. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- 15.3 No bid may be withdrawn in the interval between the deadline for submission of bids referred to in Article 10.1 and the expiry of the bid validity period. Withdrawal of a bid during this interval may result in forfeiture of the bid security.

16. Cost of preparing bids

No costs incurred by the Supplier/Contractor in preparing and submitting the bid are reimbursable. All such costs will be borne by the Supplier/Contractor.

17. Ownership of bids

The NRSP retains ownership of all bids received under this bid procedure. Consequently, Supplier/Contractors have no right to have their bids returned to them.

18. Opening of bids

- 18.1 The opening and examination of bids is for the purpose of checking whether the bids are complete, whether the requisite bid security have been furnished, whether the required documents have been properly included and whether the bids are generally in order. The bids will be opened in public session on 23rd December, 2023 till 15:30 hrs at

National Rural Support Programme, Regional Office,

NRSP Regional Office Hyderabad-Mirpurkhas dual carriage way

near Gulmohar Restaurant Rahooki Hyderabad

Contact: 0303-7772135, 03037775944

by the committee appointed for the purpose.

- 18.2 At the bid opening, the Supplier/Contractors' names, the bid prices, any discount offered, may be announced.
- 18.3 After the public opening of the bids, no information relating to the examination, clarification, evaluation and comparison of bids, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.
- 18.4 Any attempt by Supplier/Contractors to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence the NRSP in its decision concerning the award of the contract will result in the immediate rejection of their bids.
- 18.5 All bids received after the deadline for submission specified in the contract notice or these instructions will be kept by the NRSP. The associated guarantees will be returned to the Supplier/Contractors. No liability can be accepted for late delivery of bids. Late bids will be rejected and will not be evaluated.

19. Evaluation of bids

- 19.1 Examination of the administrative conformity of bids

The aim at this stage is to check that bids comply with the essential requirements of the bid dossier. A bid is deemed to comply if it satisfies all the conditions, procedures and specifications in the bid dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the bid dossier, limit the rights of the NRSP or the Supplier/Contractor's obligations under the contract or distort competition for

Supplier/Contractors whose bids do comply. Decisions to the effect that a bid is not administratively compliant must be duly justified in the evaluation minutes.

If a bid does not comply with the bid dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

19.2 Technical evaluation

After analyzing the bids deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each bid, classifying it as technically compliant or non-compliant.

19.3 In the interests of transparency and equal treatment and to facilitate the examination and evaluation of bids, the evaluation committee may ask each Supplier/Contractor individually for clarification of its bid including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee. The request for clarification and the response must be in writing, but no change in the price or substance of the bid may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of bids. Any such request for clarification must not distort competition. Decisions to the effect that a bid is not technically compliant must be duly justified in the evaluation minutes.

19.4 Financial evaluation

- a) Bids found to be technically compliant will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:
 - where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
 - Except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.
- b) Amounts corrected in this way will be binding on the Supplier/Contractor. If the Supplier/Contractor does not accept them, its bid will be rejected.

19.5 Award criteria

- The sole award criterion will be the required/given technical specification and price.
- Lowest price will not be the sole criteria; condition of vehicles and delivery time will be considered.
- NRSP reserve the right for conducting inspection by its own personnel or reputed third parties of the offered vehicles. The selected Supplier/Contractor has to offer the items for inspection in such a manner that it does not affect the delivery schedule.
- NRSP reserve the right to split the contact between two or more Supplier/Contractor as per received offers lot wise.

The technically compliant bid that offers the best price-quality ratio will be chosen.

20. Signature of the contract and performance guarantee

20.1 The successful Supplier/Contractor will be informed in writing that its bid has been accepted (notification of award). Before the NRSP signs the contract with the successful Supplier/Contractor, the successful Supplier/Contractor must provide the **documentary proof** (original copies), including company incorporation/registration, experience certificates, financial accounts, NTN Certificate, bank statement or any other document needed by the evaluation committee according to the selection criteria.

- 20.2 The successful Supplier/Contractor must also provide evidence of financial and economic standing and technical and professional capacity according to the selection criteria within 5 working days following the notification award or if the successful Supplier/Contractor is found to have provided false information or fake documents, the award will be considered null and void. In such case the NRSP may award the bid to the next lowest Supplier/Contractor or cancel the bid procedure.
- 20.4 The NRSP reserves the right to vary quantities specified in the bid by +/- 15 % at the time of contracting and during the validity of the contract. The total value of the supplies may not, as a result of the variation rise or fall by more than 25 % of the original financial offer in the bid. The unit prices quoted in the bid shall be used.
- 20.5 Within 14 days receipt of the contract signed by the NRSP, the selected Supplier/Contractor must sign and date the contract and return it, with the performance guarantee (if applicable), to the NRSP. On signing the contract, the successful Supplier/Contractor will become the Contractor and the contract will enter into force.
- 20.6 If it fails to sign and return the contract and any financial guarantee required within 14 days after receipt of notification, the NRSP may consider the acceptance of the bid to be cancelled without prejudice to the NRSP's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful Supplier/Contractor will have no claim whatsoever on the NRSP.

21. Bid Security (Earnest Money)

The Bid security (earnest money) for Rs.20, 000/- (Rupees twenty thousand only) per lot in shape of demand draft/pay order/call deposit in the name of NRSP. NRSP NTN is 0656952-8.

22. Ethics clauses

- 22.1 Any attempt by a candidate or Supplier/Contractor to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the NRSP during the process of examining, clarifying, evaluating and comparing bids will lead to the rejection of their candidacy or bid and may result in administrative penalties.
- 22.2 Without the NRSP's prior written authorization, a Contractor and its staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.
- 22.3. When submitting a bid, Supplier/Contractors must declare that they are not affected by a conflict of interest and have no equivalent relation in that respect with other Supplier/Contractors or parties involved in the project. Should such a situation arise during execution of the contract, the Contractor must immediately inform the NRSP.
- 22.4 Contractors must at all times act impartially and as faithful advisers in accordance with the code of conduct of their profession. They will refrain from making public statements about the project or services without the NRSP's prior approval. They may not commit the NRSP in any way without its prior written consent.
- 22.5 For the duration of the contracts Contractors and their staff must respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state. In particular and in accordance with the legal basic act concerned, Supplier/Contractors that have been awarded contracts must abide by core labour standards as defined in the relevant International Labour Organization conventions (such as the Conventions on freedom of association and collective bargaining; Abolition of forced and compulsory Labour; Elimination

- of forced and compulsory labour; Abolition of child labour).
- 22.6 Contractors may accept no payment connected with the contracts other than that provided for therein. Contractors and their staff must not exercise any activity nor receive any advantage inconsistent with their obligations to the NRSP.
- 22.7 Contractors and their staff are obliged to maintain professional secrecy for the entire duration of contracts and after their completion. All reports and documents drawn up or received by Contractors will be confidential.
- 22.8 The contract governs the Contracting Parties' use of all reports and documents drawn up, received or presented by them during the implementation of the contract.
- 22.9 Contractors must refrain from any relationship likely to compromise their independence or that of their staff. If the Contractor ceases to be independent, the NRSP may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.
- 22.10 The Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if the NRSP fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the NRSP.
- 22.11 All bids will be rejected or contracts terminated if it emerges that the award or implementation of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has any appearance of being a front company.
- 22.12 The Contractor undertakes to supply the Commission on request with all supporting documents relating to the conditions of the contract's execution. The Commission may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.
Contractors found to have paid unusual commercial expenses on projects funded by the NSER are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving NSER funds.
- 22.13 The NRSP reserves the right to suspend or cancel the procedure, if the award procedure proves to have been subject to substantial errors, irregularities or fraud. Where such substantial errors, irregularities or fraud are discovered after the award of the Contract, the NRSP may refrain from concluding the Contract.

23. Cancellation of the bid procedure

If a bid procedure is cancelled, Supplier/Contractors will be notified by the NRSP. If the bid procedure is cancelled before the bid opening session the sealed envelopes will be returned, unopened, to the Supplier/Contractors.

Cancellation may occur, for example, if:

- the bid procedure has been unsuccessful, namely where no suitable, qualitatively or financially acceptable bid has been received or there has been no valid response at all;
- the economic or technical parameters of the project have changed fundamentally;

- exceptional circumstances or *force majeure* render normal implementation of the project impossible;
- all technically acceptable bids exceed the financial resources available;
- there have been substantial errors, irregularities or frauds in the procedure, in particular where these have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the Supplier/Contractor to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.

In no event will the NRSP be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid procedure even if the NRSP has been advised of the possibility of damages. The publication of a contract notice does not commit the NRSP to implement the programme or project announced.

24. Penalty

- The NRSP reserve the right to forfeit the bid security (earnest money) in case the successful Supplier/Contractor regrets or fail to provide the vehicles.
- In case of down time of any/all the rental vehicles NRSP will arrange its own hired vehicles and all expenses will be deducted from the Supplier/Contractor as per actual till the time of replacement of down vehicles received.

25. Appeals

Supplier/Contractors believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at complaints@nrsp.org.pk.

Signature and Stamp

SECTION B

ANNEX I+ II: TECHNICAL SPECIFICATIONS + TECHNICAL OFFER

Contract title: Supply of Vehicles on monthly/per day rental basis

p 1 /...

Publication reference: Tender#/NRSP/RSPN/HYD/01/rental vehicles/2023

Columns 1-2 should be completed by the Contracting Authority Columns 3-4 should be completed by the Supplier/Contractor

Column 5 is reserved for the evaluation committee

Annex III - the Contractor's technical offer

The Supplier/Contractors are requested to complete the template on the next pages:

- Column 2 is completed by the Contracting Authority shows the required specifications (not to be modified by the Supplier/Contractor),
- Column 3 is to be filled in by the Supplier/Contractor and must detail what is offered (for example the words “compliant” or “yes” are not sufficient)
- Column 4 allows the Supplier/Contractor to make comments on its proposed supply and to make eventual references to the documentation

The eventual documentation supplied should clearly indicate (highlight, mark) the models offered and the options included, if any, so that the evaluators can see the exact configuration. Offers that do not permit to identify precisely the models and the specifications may be rejected by the evaluation committee.

The offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offered specifications.

1	2	3	4	5
Item Number /Lot No.	Specifications Required	Specifications Offered, Make /Model (TO BE COMPLETED BY SUPPLIER)	Notes, remarks by supplier	Evaluation Committee's notes (if any)
1	Car (Monthly Rental Basis) Hatch Back car 900 to 1000 cc (Petrol) with AC, Model 2018 and above in good condition. (With Driver without petrol)			
2	Car (Monthly Rental Basis) Hatch Back car 900 to 1000 cc (Petrol) with AC, Model 2018 and above in good condition. (With Driver without petrol)			
3	Car (Monthly Rental Basis) Hatch Back car 900 to 1000 cc (Petrol) with AC, Model 2018 and above in good condition. (With Driver without petrol)			
4	Car (Monthly Rental Basis) Hatch Back car 900 to 1000 cc (Petrol) with AC, Model 2018 and above in good condition. (With Driver without petrol)			
5	Car (Monthly Rental Basis) Hatch Back car 900 to 1000 cc (Petrol) with AC, Model 2018 and above in good condition. (With Driver without petrol)			
6	Sedan Car (Per Day Rental Basis/ Need Basis) Engine Capacity 1250-1350 CC (Petrol) with AC, Model 2018 or above in good condition (With Driver without petrol)			

A. Company Name:

B. Company Owner(s) / Partners full names: 1. 2. 3 4	C. Company Legal Authorized Representative for this Bid: Complete Name: Position in the Company: Signature:
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D. Additional Information about the Contractor:

1- Company Type as per Registration (V or X)

Public Limited Co	Private Limited Co	AOP	Others

2- Company' National Tax Number _____

3- Company' registration with Sindh Revenue Board _____

4- Full Name of 3 Key Representatives of Company:

Name	Position	Location	Mobile Number

5- Bank Account Details (Company):

Bank Name	Branch Code	Account No

6- Business Turnover Details: (Please attach copy of Company's financial statement OR Bank Statement in evidence)

Tender#/NRSP/RSPN/Hyd/01/rental vehicles/2023

E. Past Experience:

7- Contract Award History (Last 2 years):

Please last contracts awarded to your company since 2014 up to now

No	Project Description	Location	Organization Name	Duration	Project Cost (PKR)

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:

ANNEX III: Budget breakdown (Model financial offer)

PUBLICATION REFERENCE: Tender#/NRSP/RSPN/HYD/01/rental vehicles/2023

NAME OF SUPPLIER/CONTRACTOR: <

>

Page No 1 [of 1]

A		C	D	E
ITEM NUMBER/LOT NUMBER	QUANTITY	SPECIFICATIONS OFFERED (INCL BRAND/MODEL)	PER Month/Day RENTAL WITH DRIVER PKR	TOTAL PKR
01	02			
02	02			
03	02			
04	02			
05	02			
06	01			

Authorized Signature:_____

Name of Company:_____

Date:_____

Section C

ANNEX IV

Declaration

In the response to your bids invitation letter for the Tender#/NRSP/RSPN/HYD/01/rental vehicles/2023 we, the undersigned, hereby declare that:

- Our proposal is valid for a period of 60 days from the last date for the submission.
- We agree to adhere to all of the terms and conditions as given in the bid documents of the NRSP and other documents as provided in the bid documents.
- We are registered with NTN.
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, NRSP reserves the right to reject our proposal or terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the a procedure provided for in national legislation or regulations.
- We have not been convicted of an offence concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means which the NRSP can justify.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.
- I/We as sole proprietorship, authorized dealers, Association of Persons (AOP), partnership firms, private or public limited companies or other do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found, I would stand liable to NRSP as per the rules mentioned in the bid documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- Have no relation, direct or indirect, with proscribed individual/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- Have not been reported for/under litigation for child abuse.

Name:

Business title:

Signature: