



National Rural Support Programme

Tender Notice

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

S#	Description	Tender #	Qty	Duty Area
1	Hatchback Cars Per Day / Need Basis	Tender#/NRSP/HYD/02 /rental vehicles/2024	11	For districts Hyderabad ,Matiari, Tando Muhammad Khan, Sujawal, Mirpurkhas,Tando Allahyar,Badin,Shaheed Benazirabad and Sanghar
2	Loading Vehicles and Hatchback Vehicles on Per Day / Need Basis	Tender#/NRSP/HYD/03 /rental vehicles/2024	Need basis	For District Sujawal,Badin,Tando Muhammad ,Tando Allahyar,Matiari,Mirpurkhas and Sanghar

Details and terms & conditions are available in the tender documents that can be downloaded free cost from NRSP website <http://www.nrsp.org.pk> . The deadline for submission of tenders is **4th January 2025 till 3:00 PM** to the undersigned office at Hyderabad

Programme Officer: Administration, National Rural Support Programme,
Regional Office: Hyderabad-Mirpurkhas dual carriage way near Gulmohar Restaurant Rahooki,
Hyderabad Contact: 0303-3335944

Hyderabad 21st December, 2024

Our ref.: Tender#/NRSP/HYD/02/rental vehicles/2024

Dear Sirs/Madam,

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

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

- A. *Instructions to tenderers (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 tender and 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 tenderers.

By submitting a tender tenderer 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 TENDERERS

PUBLICATION REF.: Tender#/NRSP/HYD/02/rental vehicles/2024

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

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

Lot#	Description	Period up to	Quantity Required	Duty Area
1	Car (Monthly Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver	Sept 30,2025	2	Main duty station is district Hyderabad while travel may include rural areas of district Hyderabad & Matiari and rest of Sindh Province of Pakistan.
2	Car (Monthly Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver	Sept 30,2025	2	Main duty station is district Tando Muhammad Khan while travel may include rural areas of district Tando Muhammad Khan & Sujawal and rest of Sindh Province of Pakistan.
3	Car (Monthly Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver	Sept 30,2025	2	Main duty station is district Mirpur Khas while travel may include rest of Sindh Province of Pakistan.
4	Car (Monthly Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver	Sept 30,2025	2	Main duty station is district Tando Allahyar while travel may include rural areas of district Tando Allahyar & Badin and rest of Sindh Province of Pakistan.
5	Car (Monthly Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver	Sept 30,2025	2	Main duty station is district Shaheed Benazir Abad while travel may include rural areas of district Shaheed Benazir Abad & Sanghar and rest of Sindh Province of Pakistan.
6	Car (Per Day Rental Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver	Sept 30,2025	1 on need basis	Main duty station is district Hyderabad while travel may include project districts of Tando Muhammad Khan, Sujawal, Shaheed Benazir Abad, Sanghar, Mirpur Khas, Hyderabad, Matiari, Tando Allahyar, Badin and rest of Sindh Province of Pakistan.

- 1.2 The vehicles must comply fully with the technical specifications set out in the tender 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** as, mentioned above.
- 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 rental basis mentioned above excluding fuel. The vehicle rental should be quoted lot wise for each lot separately.**
- 1.8 All running, repair & maintenance (minor or major) will be managed by the Supplier which includes (Air/fuel Filters, Oil change, Service etc). Service schedule should be mentioned and will be recorded and checked by NRSP.
- 1.9 Vehicles fuel 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. 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 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 as per actual till the time of replacement.
- 1.12 All types of insurance (comprehensive/third party) shall be managed by the Supplier and all third party losses will be the Supplier's responsibility and Suppliers will ensure to indemnify NRSP from third party liabilities.
- 1.13 All toll taxes will be reimbursed by NRSP while any other fines/penalties/violations tickets will be paid by the Supplier.
- 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 at his own risk. NRSP will not be responsible for any loss/damage/theft.
- 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, 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 supply agreement will be signed with successful bidder(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.
- 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 Tender 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 Tenderers are not authorized to tender for a variant solution in addition to the present tender.

2. Time table

	DATE	TIME*
Tender Notice Publication	21 st December, 2024	00:00 hrs
Deadline for requesting clarifications from the NRSP	24 th December, 2024	16:00 hrs
Last date on which clarifications are issued by the NRSP	28 th December, 2024	16:00 hrs
Deadline for submission of tenders	4 th January, 2025	15:00 hrs
Tender opening session	4 th January, 2024	15:30 hrs
Notification of award to the successful tenderer	7 th January , 2025 (Tentative)	-
Signature of the contract	9 th January, 2025 (Tentative)	-

* All times are in PST.

3. Participation

3.1 Eligibility.

Participation in tendering 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.

3.2 Exclusion from participation.

Tenderers must have to certify in a declaration that they are not in one of the following situation:

- i. 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;
- ii. They have been convicted of an offence concerning their professional conduct by a judgment;
- iii. They have been guilty of grave professional misconduct proven by any means;
- iv. They have not fulfilled obligations relating to the payment of social security

- v. Contributions or the payment of taxes in accordance with the legal provisions of country where the contract to be performed.
- vi. 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 tenders 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, tenderers 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 Tenderer relies for the selection criteria. Every tenderer, 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 tenders, 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 tender procedure, tenderers 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 tenders include subcontracting, it is recommended that the contractual arrangements between tenderers and their subcontractors include mediation, according to national and international practices, as a method of dispute resolution.

4. **Origin**

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

5. **Type of contract**

Per Day/Per Month rental for Districts

Hyderabad, Tando Muhammad Khan, Badin, Sujawal, Matiari, Tando Allahyar, Mirpurkhas, Sanghar & Shaheed Benazir Abad

6. **Currency**

Tenders must be presented in Pak Rupees

7. **Lots**

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

8. **Period of validity**

- 8.1 Tenderers will be bound by their tenders for a period of 60 days from the deadline for the submission of tenders.
- 8.2 In exceptional cases and prior to the expiry of the original tender validity period, the NRSP may ask tenderers in writing to extend this period by 30 days. Such requests and the responses to them must be made in writing. Tenderers that agree to do so will not be permitted to modify their tenders and they are bound to extend the validity of their tender guarantees for the revised period of validity of the tender. If they refuse, without forfeiture of their tender guarantees, their participation in the tender procedure will be terminated. In case the NRSP is required to obtain the recommendation of the panel referred to in section 2.3.3.1 of the Practical Guide, the NRSP may, before the validity period expires, request an extension of the validity of the tenders up to the adoption of that recommendation.
- 8.3 The successful tenderer will be bound by its tender for a further period of 60 days. The further period is added to the validity period of the tender irrespective of the date of notification.

9. Language of tenders

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the NRSP must be written in the language of the procedure, which is English.

10. Submission of tenders

- 10.1 The NRSP must receive the tenders before the deadline given below the address. They must include all the documents specified in point 11 of these Instructions and be sent to the following address via post/courier or by hand (in case of sending via post/courier, any delay will be on the tenderer account, if any tender is delivered late via post/courier it will not be considered):

Procurement Committee,
National Rural Support Programme,
NRSP Regional Office Hyderabad-Mirpurkhas dual carriage way
near Gulmohar Restaurant Rahooki Hyderabad
Contact: 03037775944, 0303-3336145

Before the deadline which is 4th January, 2025 by 15:00 hrs.

- 10.2 All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
 - i. the above address;
 - ii. the reference code of this tender procedure, (i.e. Tender#/NRSP/HYD/02/rental vehicles/2024
 - iii. The words 'Not to be opened before the tender opening session 4th January, 2025 till 15:30 hrs. In the language of the tender package.
 - iv. The name of the tenderer.

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

11. Content of tenders

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

Part 1: Technical offer:

- i. Tenders must have to complete the technical offers on the Annexed format

“Technical Bid Form”. Tender received without technical bid will be treated as rejected. Tenderers may use their letter pad for printing of technical bid form. Tenderers may use their letter pad for printing of technical bid form or on plain paper dully signed and stamped.

Part 2: Financial offer:

Financial Offer: Tenderers must have to use the annexed “Financial bid form” for completing their financial offer. A financial offer must be calculated on the basis of DDP (Delivered duty paid) for the rental of tendered vehicles.

Tenderers may use their letter pad for printing of financial bid form or on plain paper dully signed and stamped.

Part 3: Documentation:

- ii. The Bid security (Earnest Money), for **Rs.10 000/- (Rupees Ten thousand only) per lot** in shape of demand draft/pay order/call deposit in the name of NRSP.
- iii. Tenderer’s declaration for Annex iv.

Tenderers are requested to follow this order of presentation.

12. Rejection of Tender

The tender will be rejected if:

- i. The documents does not bear signature of the authorized person.
- ii. It is received through e-mail or whatsapp.
- iii. If the bid is submitted without or less or not as per mentioned instrument the bid security (tender guarantee).
- iv. It is received after the expiry of the due date and time.
- v. Incomplete Tender.

13. Taxes and other charges

- i. The quoted rates should be inclusive of all applicable taxes (WHT & SST) as per law of land. In case of any exemption Tenderers 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.
- ii. Tenderers must have to provide the comprehensive insurance of the vehicles offered. Copy of insurance policy need to submit for the contract by the shortlisted bidder.
- iii. The quoted prices should be included of all transportation, carriage, handling and all other costs.

14. Additional information before the deadline for submission of tenders

The tender package is clear that tenderers 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 tenderer, provides additional information on the tender package, it must send such information in writing to all other prospective tenderers at the same time.

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

Contact: 03037775944, 03033336145
mirchoo.mal@nrsp.org.pk

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

Any prospective tenderers seeking to arrange individual meetings with either the NRSP and/or donor during the tender period may be excluded from the tender procedure.

15. Alteration or withdrawal of tenders

- i. Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 10.1. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- ii. 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.
- iii. No tender may be withdrawn in the interval between the deadline for submission of tenders referred to in Article 10.1 and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

16. Cost of preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

17. Ownership of tenders

The NRSP retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

18. Opening of tenders

- i. The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the required documents have been properly included and whether the tenders are generally in order.

The tenders will be opened in public session on 2nd January, 2025 till 15:30 hrs at

National Rural Support Programme,
NRSP Regional Office,
Hyderabad-Mirpurkhas dual carriage way
near Gulmohar Restaurant Rahooki
Hyderabad.

Contact: 03037775944, 03033336145

by the committee appointed for the purpose.

- ii. At the tender opening, the tenderers' names, the tender prices, any discount offered, may be announced.
- iii. After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.

- iv. Any attempt by tenderers to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, 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 tenders.
- v. All tenders 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 tenderers. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

19. Evaluation of tenders

- i. Examination of the administrative conformity of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender 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 tender dossier, limit the rights of the NRSP or the tenderer's obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation minutes.

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

- ii. Technical evaluation

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

- iii. In the interests of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the evaluation committee may ask each tenderer individually for clarification of its tender 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 tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders. Any such request for clarification must not distort competition. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

- iv. Financial evaluation

- a) Tenders 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 tenderer. If the tenderer does not accept them, its tender will be rejected.

v. 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 tenderer 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 as per received offers lot wise.

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

20. Signature of the contract and performance guarantee

- i. The successful tenderer will be informed in writing that its tender has been accepted (notification of award). Before the NRSP signs the contract with the successful tenderer, the successful tenderer must provide the **documentary proof** (original copies), including company incorporation/registration, experience certificates, NTN Certificate, or any other document needed by the evaluation committee according to the selection criteria.
- ii. The NRSP reserves the right to vary quantities specified in the tender by +/- 25% 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 tender. The unit prices quoted in the tender shall be used.
- iii. Within 7 days receipt of the contract signed by the NRSP, the selected tenderer must sign and date the contract and return it, with the performance guarantee (if applicable), to the NRSP. On signing the contract, the successful tenderer will become the Contractor and the contract will enter into force.
- iv. 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 tender 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 tenderer will have no claim whatsoever on the NRSP.

21. Tender guarantee

The Bid security (Earnest Money), for Rs.10, 000/- (Rupees Ten 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

- i. Any attempt by a candidate or tenderer 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 tenders will lead to the rejection of their candidacy or tender and may result in administrative penalties.
- ii. 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.

- iii. When submitting a tender, tenderers must declare that they are not affected by a conflict of interest and have no equivalent relation in that respect with other tenderers or parties involved in the project. Should such a situation arise during execution of the contract, the Contractor must immediately inform the NRSP.
- iv. 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.
- v. 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, tenderers 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).
- vi. 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.
- vii. 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.
- viii. 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.
- ix. 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.
- x. 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.
- xi. All tenders 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.
- xii. 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 tender procedure

If a tender procedure is cancelled, tenderers will be notified by the NRSP. If the tender procedure is cancelled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur, for example, if:

- i. the tender procedure has been unsuccessful, namely where no suitable, qualitatively or financially acceptable tender has been received or there has been no valid response at all;
- ii. the economic or technical parameters of the project have changed fundamentally;
- iii. exceptional circumstances or *force majeure* render normal implementation of the project impossible;
- iv. all technically acceptable tenders exceed the financial resources available;
- v. there have been substantial errors, irregularities or frauds in the procedure, in particular where these have prevented fair competition;
- vi. 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 tenderer 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 tender 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

- i. The NRSP reserve the right to forfeit the bid security (Earnest Money) in case the successful tenderer regrets or fail to provide the vehicles.
- ii. 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 as per actual till the time of replacement of down vehicles received.

25. Appeals

Tenderers 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 Per Day/Per Month rental basis

Publication reference: Tender#/NRSP/HYD/02/rental vehicles/2024

Columns 1-2 should be completed by the Contracting Authority Columns 3-4 should be completed by the tenderer

Annex III - the Contractor's technical offer

The tenderers 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 tenderer),
- Column 3 is to be filled in by the tenderer and must detail what is offered (for example the words “compliant” or “yes” are not sufficient)
- Column 4 allows the tenderer 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 Item Number /Lot No.	2 Specifications Required	3 Make /Model of offered vehicle (To be filled by tenderer/supplier)	4 Notes, remarks,
1	Car (Monthly Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver		
2	Car (Monthly Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver		
3	Car (Monthly Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver		
4	Car (Monthly Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver		
5	Car (Monthly Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver		
6	Car (Per Day Rental Basis). Hatchback car 900 to 1000cc engine capacity (petrol) with AC, Manual transmission, Suzuki Cultus or equal, Model 2018 or above with driver		

A. Company Name:

B. Company Owner(s) /
Partners full names:

- 1.
- 2.
- 3.
- 4.

C. Company Legal Authorized Representative for this Tender:

Complete Name:

Position in the Company:

Signature:

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' Sales Tax Registration Number _____

4- Full Name of 3 Key Representatives of Company:

Name	Position	Location	Mobile Number

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)

E. Past Experience:

7- Contract Award History (Last 2 years):

Please last contracts awarded to your company since 2022 up to now

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

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/HYD/02/rental vehicles/2024

NAME OF TENDERER: <

>

A		C	D	E
ITEM NUMBER/LOT NUMBER	QUANTITY	SPECIFICATIONS OFFERED (INCL BRAND/MODEL) (to be filled by tenderer/supplier)	Monthly/Per Day/ RENTAL WITH DRIVER PKR (to be filled by tenderer/supplier)	TOTAL PKR (to be filled by tenderer/supplier)
01	2			
02	2			
03	2			
04	2			
05	2			
06	1			

Authorized Signature: _____

Name of Company: _____

Date: _____

Section C

ANNEX IV

Declaration

In the response to your bids invitation letter for the Tender#/NRSP/HYD/02/rental vehicles/2024 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 tender documents of the NRSP and other documents as provided in the tender documents.
- We are registered with NTN, GST and provisional sales tax department(s).
- 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 tender 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: