



**GOVERNMENT OF KHYBER PUKHTUNKHWA**



**Water and Sanitation Services Peshawar**

**BIDDING DOCUMENT  
For  
HIRING OF VEHICLES SERVICES ON RENTAL BASIS WITH  
DRIVER.**

**March 2021.**

**GENERAL MANAGER (HR/Admin/ Procurement)  
WATER AND SANITATION SERVICES PESHAWAR  
PLOT NO. 33, SECTOR: E-8, STREET NO. 13, (LCB BUILDING)  
PHASE-VII, HAYATABAD, PESHAWAR.**

---

## **TERMS & CONDITIONS**

The Water and Sanitation Services Peshawar (hereinafter referred to as the "WSSP") invites sealed bids from eligible and experienced firms / companies (hereinafter referred to as "Firm") for the specified services as per Annex-A (hereinafter referred to as "Services")'

### **1. General:**

1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if.

- it is received after the time and date fixed for its receipt.
- If Bid is received without Bid security of 25000/- (S.no: 6)
- not signed & stamped by authorized person on each page of tender document,
- the offer is ambiguous,
- the offer is received by fax or e-mail,
- the offer is from a blacklisted firm,
- offer received with shorter validity than required,
- the offer is not conforming to specifications indicated in the tender documents,
- any additional terms & conditions added by the Firm, any conditional offer.

1.2 Bid will remain valid for a period of 60 days from the date of opening the tender' Contract will be enforced initially for a period of 07 months which may be extended with mutual consents of both parties (Client and Firm). No escalation in rates will be permissible during contract period' Contract Will be awarded to lowest Firm as per detailed at Annex-A.

1.3 The envelop must indicate particulars of tender and date of opening' The envelopes must be properly sealed'.

1.4 Offered rates will be on monthly basis and shall be inclusive of all taxes, and as per (Annexure -B) and TORs.

1.5 Order will be issued after the approval of Competent Authority.

### **2. Time Period:**

2.1 The Firm will have to supply the vehicles immediately after signing of the contract / issuance of work order /email.

### **3. Extension of Delivery Period:**

3.1 In special circumstances, request for extension of supply of service's may be considered by the Competent Authority on the written request of the Firm before the target date of supply, who will be authorized to either accept or reject the Request of Firm without assigning any reason.'

### **4. Cancellation / Penalty of Delay:**

4.1 In case, Firm fails to execute the contract in accordance with the terms & conditions laid down in the tender document, penalty @ 5000/- per day will be imposed and shall be deducted from the running bill of the supplier.

4.2 The vehicles will be inspected by WSSP through authorized personnel and will be rejected, if not found according to the given. mentioned at Annex - A and WSSP will not be responsible for any costs or expenses incurred by the Firm in connection with the supply of services.

#### **5. Payment to the Contractors:**

5.1 Payment will be made through crossed cheque to the Firm against invoice after 100% completion of satisfactory services on monthly basis. No payment will be made as advance.

#### **6. Bid Security:**

6.1 Bid security of Rs. 25000/-will have to be attached along with Financial Proposal. It should be in the form of Bank Draft /CDR from a scheduled bank in favor CEO WSSP.

6.2 Bid security of unsuccessful Firms shall be refunded on the finalization of the Tender whereas the bid security of successful Firm shall be refunded after successful Completion of contract period.

6.3 The bid security shall be forfeited if:

- a. The offer is withdrawn, amended or revised.
- b. The Firm fails to execute the contract strictly in accordance with terms and conditions of tender document of WSSP.

#### **7. Deduction of Taxes:**

7.1 Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.

7.2 Supplier must have KPRA Registration and KPRA taxes will be deducted as per Rules enforced by the Government.

#### **8. Dispute:**

8.1 In case of any dispute before or after the execution of contract, matter will be resolved as per KPPRA Rules.

#### **9. Evaluation Criteria:**

9.1 The applicant must be the owner of the Company / Firm having at least 05 own vehicles, model 2013 & above as per detailed at Annex-A.

9.2 NTN / KPRA certificates.

9.3 Copy of CNIC of proprietor.

9.4 Any other relevant information with documents in addition to the above that the Firm may like to furnish in support of their application.

#### **10. Bid / Tender opening procedure:**

As per KPPRA rules single stage single envelope bidding procedure shall be adopted.

10.1 Each bid shall comprise one single envelope containing, financial proposal and technical documents for assignment (As per S# 9 above).

10.2 All bids received shall be opened and evaluated by committee and shall be rejected if found deficient.

10.3 The financial proposals will be then evaluated which essentially means arithmetical corrections/adjustment.

10.4 The bidder who has submitted the lowest evaluated bid shall be awarded the contract.

**Other terms & conditions:**

1. The Firm shall provide the rental services for travelling on monthly rental basis for vehicles detailed at Annex-A with valid license holder driver and working AC. The quantity of vehicles may vary as per requirement of the Client.
2. The Firm shall provide the petroleum, oil change, car wash and lubricants of the vehicles hired under this tender / contract.
3. The Vehicles provided under this tender / contract should be PETROL. The Monthly Rental shall include Driver Wages, food etc. and all applicable government taxes.
4. The monthly Rental of Vehicle provided under this Contract shall remain the same during the period of this Contract. The Firm shall not demand for increase in monthly rental during the period of this Contract'.
5. The Contract may be revoked by the Client at any time in case of unsatisfactory services or failure to perform services after serving prior warning notice and all payments will be withheld by the Client. Drivers shall be responsible to ensure proper hygiene vehicle at all times.
6. The Firm shall be responsible for the maintenance of all vehicles provided under this Contract.
7. In case of theft, snatching or total loss to the vehicle through accidents the Firm will deal with the insurance company for documentation, depreciation, and final claim settlements with the insurance company, the WSSP will not be held responsible for any such event / occurrence.
8. In case of general repair Work, it will be informed 24 hours before and The Firm shall provide alternate similar vehicle,
9. Incase of accident or fault occurred in the vehicle, the vendor shall provide same category alternate on urgent basis (within 2 Hours) without any delay and in this regard no extra charges shall be paid by the Client.
10. The rent of the vehicle will be for the whole month (30/31 days). Incase of activities on weekend, vendor will not charge additional rent.
11. If any vehicle is required by WSSP for out of district official visits under the project, no additional rent will be paid by WSSP for such visits. Accommodation and food & refreshment for driver will be arranged by WSSP in such visits.
12. Fuel cost will be paid by WSSP on mileage basis. The logbook will be maintained to track the fuel expense for every on-boarded vehicle as per actual.
13. Normal duty time will start from 8:00 am to 6:00 pm on working days (Mondays to Fridays). However, in-case of requirement by WSSP, any vehicle can called be for duty on 24 hours basis in special circumstances. In such case, the driver(s) must be local so that staff can be timely facilitated and has no issue of the late hour's duty
14. During day & night, vehicle(s) will be parked at WSSP designated Parking.

15. The bidder / Supplier should be a registered operator with taxation authorities. The bidder should have sufficient experience in the field.
16. The Bidder should be registered with the Tax Department and also provide the documentary proof of Tax / KPRA Registration with bidding documents. The rates quoted should include applicable all taxes.
17. Competent Authority reserves the right to reject the tenders at any stage with cogent reason as per KPPRA.
18. The payment shall be made upon completion of job and verification of the Zonal staff / HQ Staff and submission of proper Invoice on monthly basis.

**Authorized Signature:** \_\_\_\_\_

**Name & Designation :** \_\_\_\_\_

**Company Seal :** \_\_\_\_\_

**PROVIDER'S PROFILE**

Company Name	
Address of Office	
Telephone No	
Contract Person Name / Designation	
Contract Person Mobile	
NTN No	
KPRA Registration No.	
Years of Experience	

**Authorized Signature:** \_\_\_\_\_

**Name & Designation :** \_\_\_\_\_

**Company Seal :** \_\_\_\_\_

**Detail of Vehicles Required.**

S.No	Make	Model	Qty
1.	Suzuki Every 1000CC with Driver Or Equivalent.	2013 or above	08 Nos

**Term of Reference “TORs”:**

WSSP has approved project funded by UNICEF. To implement project activities and facilitate staff of the project during field activities, rental vehicle budget has been approved on monthly basis with fuel expenses. Following are the terms and conditions under which the vehicles on monthly rental basis will be hired:

- The vehicle will be SUZUKI Every or Equivalent. (With functional AC) 2013 model and above.
- The monthly rental cost will be inclusive of vehicle rent, driver, mobile oil and repair & maintenance in all respects.
- WSSP shall not be held responsible for any damage of the vehicle during or after field activities. In case of any accident or theft, WSSP will not be liable for any compensation.
- The rent of the vehicle will be for the whole month (30/31 days). In case of activities on weekend, vendor will not charge additional rent.
- If any vehicle is required by WSSP for out of district official visits under the project, no additional rent will be paid by WSSP for such visits. Accommodation and food & refreshment for driver will be arranged by WSSP in such visits.
- All the vehicles will be parked in WSSP zonal Offices where appropriate or as per WSSP management directives.
- In case of any fault or accident in the vehicle during field visits and other official duties, the vendor will be liable to arrange alternate vehicle within 2 hours so that activity is not suffered. In case of non-compliance a penalty will be charged @ of PKR. 5,000/- per day.
- Fuel cost will be paid by WSSP on mileage basis. The logbook will be maintained to track the fuel expense for every on-boarded vehicle as per actual.
- Normal duty time will start from 8:00 am to 6:00 pm on working days (Mondays to Fridays). However, in-case of requirement by WSSP, any vehicle can called be for duty on 24 hours basis in special circumstances. In such case, the driver(s) must be local so that staff can be timely facilitated and has no issue of the late hour’s duty.
- In case WSSP finds the services inferior and not meeting the required standards, the vendor’s rental agreement can be terminated within 24 hours’ notice. However, in normal situation, the agreement can be terminated on one month notice on either side.

**Authorized Signature:** \_\_\_\_\_

**Name & Designation :** \_\_\_\_\_

**Company Seal :** \_\_\_\_\_

# Financial Proposal

## HIRING OF VEHICLES SERVICES ON RENTAL BASIS WITH DRIVER.

S.No	Make	Model	Qty	Rate Per Month	Total
1.	Suzuki Every 1000CC with Driver Or Equivalent. (7- Seater).	2013 or above	08 Nos		

Total in Words \_\_\_\_\_.

**Authorized Signature:** \_\_\_\_\_

**Name & Designation :** \_\_\_\_\_

**Company Seal :** \_\_\_\_\_



# Affidavit

As owner of M/s

---

**I/We accept the terms and conditions as laid down in tender document and advertisement notice.**

I/We shall also observe all the rules/regulations framed by Government of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority in respect of Services.

I /We understand that the Wssp will impose penalty or blacklist the firm in case of poor services or Non -performance as per requirement of WSSP.

**SIGNATURE  
WITH STAMP OF THE FIRM**

Name: \_\_\_\_\_

Designation \_\_\_\_\_

Date: \_\_\_\_\_

## **CONTRACT**

**THIS CONTRACT** is made and executed on this \_\_\_\_\_, 2011 by and between:

**Water and Sanitation Services Peshawar**, a company duly incorporated under the provisions of Companies Ordinance, 1984 having its registered office at Plot #33, Street 13, Local Government Governance School, Phase 7, Hayatabad, Peshawar through its Chief Executive Officer (CEO) on behalf of its Board of Directors (Hereinafter referred to as “**Client**” which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

**AND**

**M/S** \_\_\_\_\_ (Hereinafter referred to as “**Firm**” which expression shall, where the context permits, includes its successors-in-interest and permitted assigns)

### **WHEREAS;**

The Client advertised a Tender Notice in the national press for HIRING OF VEHICLES SERVICES ON RENTAL BASIS WITH DRIVER.

The Firm, being the lowest bidder, has been selected and is willing to provide the Services on the terms and conditions set forth in this Contract / Bidding documents.

**NOW, THEREFORE**, the Client, represented by its Chief Executive Officer on behalf of its Board of Directors and the Firm, represented by its General Manager (operations) WSSP, in order to synergize their efforts for achieving the intended results, have decided to enter into this Contract today on \_\_\_\_\_, 2021 on the terms and conditions agreed below.

1. The Firm shall provide the Rental Vehicles as per details provided in the BOQ and as per requirement of the Client mentioned in Bidding documents Terms & Conditions, TORs.
2. That the payment to the firm shall be made after completion of the job and verification of the concern staff through cross cheque on monthly basis. No mobilization advance shall be granted to the winner bidder.
3. The approved rate under this Contract shall remain the same during the approved time period of this Contract. The Firm shall not demand for increase in approved rate during the period of this Contract.
4. The Firm shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. of their employed staff.

5. The Client will deduct income tax and KPRA tax or any other taxes, if applicable, as per prescribed rates of the Government.
6. The Contract may be revoked by the Client at any time in case of unsatisfactory services, failure to perform services without serving any notice to Service provider / Firm and all payments will be withheld by the Client and moreover, the legal action will be initiated against the firm.
7. The Client reserves the right to revoke the Contract at any time without assigning any reason thereof and there shall be no appeal before any court or authority against it.
8. That the term of this Contract shall be for 60 days, commencing from the date of work order or as per direction the Client.
9. The Firm shall be fully responsible to employ the competent and well-trained Staff (driver) and well-maintained vehicles for the performance under this Contract.
10. The Firm shall provide the Services according to the needs and requirements of the Client and in case of poor quality / substandard Services etc. other than the required services, the Client has the right to cancel the contract and impose penalty and ban for participating in to next bidding process of WSSP.

**IN WITNESS WHEREOF;** the authorized representatives of both the parties have executed and entered into

This Agreement on this \_\_\_\_\_, 2021 at Peshawar have signed and sealed or stamped as under.

\_\_\_\_\_  
For WSSP, Peshawar

\_\_\_\_\_  
For and on Behalf of Firm

**WITNESSES:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_