



TENDER DOCUMENT

**HIRING OF TRANSPORTATION RENTAL
SERVICES**

FOR

**PAK AUSTRIA FACHHOCHSCHULE
INSTITUTE OF APPLIED SCIENCE & TECHNOLOGY
MANG, HARIPUR**

INVITATION TO BIDS



Tender Ref # Transport Services/Admin/01/2025 Hiring/Outsourcing of Transport Services

PAF-IAST, Mang Haripur, a Public Sector University invites Bids through “**sealed envelope**” from active Income Tax registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR and KPRA for “**Hiring/Outsourcing of Transport Services**”.

1. The Bid Security for the Bid is **Rs. 500,000.00** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “Rector PAF-IAST” (**FTN/NTN**) must be submitted physically along with hard-copy of sealed bidding document on the closing date of the tender to Pak Austria Fachhochschule: Institute of Applied Sciences, Mang Haripur on the address given below.
2. Interested bidders are requested to submit their tender documents before the closing date.
3. For registration and guidance you may contact on 0995-931250 – 51, Admin Office.
4. Closing date of submission is Thursday **February 27 2025, by 11:00 hours**. The bids shall be opened **on same day i.e 27 February 2025 by 1130 Hour** in the presence of the bidders who wish to be present, in Procurement office Admin Block, PAF-IAST Mang, Haripur.
5. The PAF-IAST reserves the right to increase or decrease quantity OR reject any or all bids as per KPPRA’s rules.

Contact Person and Submission

Procurement Officer/ Admin Office

Pak Austria Fachhochschule, Institute of Applied Sciences

Mang, Haripur

Tel: 0995-931251-1250

BIDDING DATA

- (a) **Name & Address of the Procuring Agency:** Pak Austria Fachhochschule: Institute of Applied Sciences Mang, Haripur
- (b) **Brief Description of Works:** Hiring of Transportation Rental Services
- (c) **Amount of Bid Security** Rs. 500,000/-
- (d) **Performance Security Deposit** 5% of Total Rent offered for Period of 01 year.
- (e) **Period of Bid Validity** 365 days
- (f) **Deadline of submission of Bids** 26 February 2025 Time 11:00PM
- (g) **Venue, Date & Time of Bid Opening:** Date:27 February at 11:30 AM in Conference room Administration Block PAF-IAST Mang, Haripur
- (h) **Time for Completion from written order of Commence:** 15 Days after awarding of agreement
- (i) **Eligibility Criteria**
- (i) 05 years' relevant work experience as a transport contractor.
 - (ii) Contractor must have at least 03 years work experience of providing transport service to renowned Universities/ Institutions etc.
 - (iii) Annual Turn-over of last three years should not be less than ten (10) million annually.
 - (iv) Valid Registration with Federal Board of Revenue (FBR) and KPRA for Income Tax and GST for procurement of services.
 - (v) Last three (03) years income tax return documents are to be presented.
 - (vi) An Affidavit on Stamp Paper that the firm has never been Black-listed.
 - (vii) Contract will be awarded to the contractor qualifying technical evaluation criteria and offering the lowest rent per day for all routes on terms & conditions mentioned in the bidding documents.

Bids will be evaluated as per evaluation criteria mentioned below.

Evaluation Criteria
Technical Evaluation Criteria

S.No	Qualification Criteria	Total Marks	Marks Obtained
01	Active Income Tax payer and GST payer (Mandatory)		
02	Active Tax payer in KPRA Mandatory		
03	Provision of Transport services to 03 renowned universities for a total period not less than 03 years. End-user Feedback Certificate required)	30	
04	List of employees & drivers along with their valid HTV licenses, CNIC & Cell Numbers.	10	
05	Financial Soundness of Firm / Company; annual turnover more than Rs.10M, Income tax returns supported with copies of Tax return & Audited reports of last 3 years.	30	
06	Physical fitness certificates of 30 vehicles with condition that vehicles are 2010 models and above alongwith Route Permit.	30	
07	Bid must be signed by authorized person along with his/her name and designation in the firm along with authorization letter.		
08	Undertaking on the stamp paper of Rs.100 of not having Black-listed by KPRA ever.		
	Total Marks	100	

Note: Please attach documentary evidence in support of your claims in technical proposal.
Minimum score to technically qualify is 70 out of 100.

Appendix –
Pak Austria Fachhochschule: Institute of Applied Sciences & Technology
Mang, Haripur.
Performa to be filled by the Contractor

Name of the Company / Contractor: _____

Date of Establishment: _____

Corporate Status: _____

**Owner / Proprietor / MD / CE
Name:** _____

Owner CNIC No. _____

Mailing Address: _____

Contact No (s). _____

Cell No(s). _____

Email Address: _____

NTN No. _____

SST No. _____

Bank Name & Account No. _____

**Terms and Conditions
mentioned below.** _____

Company's Stamp	Signature

Terms and Conditions of Contract

- 1- The period of Execution will identify on Contract Agreement for initially for one (01) year (extendable with mutual consent).
- 2- The Contractor/firm be registered with Income Tax department and Sale tax department with FBR and Sale Tax for Services with Khyber Pakhtunkhwa revenue Board.
- 3- All applicable taxes will be deducted from the bill including income tax and sales tax according to applicable Govt Rules.
- 4- Transporter will provide the vehicles for different routes as per “Annex A”.
- 5- The Service Provider must ensure, in case of break down / accident/ mishap / challan / strike / bad weather etc. to drop the commuter on the time and place as specified accordingly.
- 6- The contractor will show / provide physical fitness certificate & Route permit of vehicles.
- 7- Maintenance & vehicles fuel and up keep of the vehicle(s) is the sole responsibility of the contractor.
- 8- The Institute is liable to pay only the contract amount to the Service Provider if the service provided by contractor found satisfactory without any miscellaneous expenditures.
- 9- At any stage if the Service Provider found to bypass any condition(s) of the agreement, the contract will be terminated immediately and the payment(s) will be confiscated in favor of the Institute. The decision of the Institute will be final and should be abided by the Service Provider and Institute. That upon termination of this agreement the firm shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises from the time to time.
- 10- Inspection of vehicles will be carried on specified dates & communicated to the Service Provider accordingly. Only those vehicles will be used for pick & drop services which are passed/ cleared by Institute after inspection. Vehicle(s) can't be changed / replaced without prior permission of the Institute.
- 11- The Contractor should be clearly agreed to operate/arrange all buses according to the scheduled program, which will be issued by the Transport Office of the Institute, from time to time, to pick and drop the Institute students on prescribed routes with punctuality and regularity without failure.
- 12- The contractor will charge for the bill amount on monthly based depending on the number of working days (i-e Monday to Friday). Any addition of new vehicles (as per need) would be charged separately as per agreement rates. Any government/Institute holiday will not be counted in monthly bill. Payment will be made only for working/operational days.

- 13- The contractor will not skip any route on any working day unless the Institute management permits to do so.
- 14- Contractor would provide complete details along with monthly invoice.
- 15- The Institute may demand buses on Saturdays & Sundays (Or both) without additional amount to be paid to the contractor.
- 16- The Transport Office is authorized to change the route of any bus instantly as per need.
- 17- Vehicle(s) should be registered in the name of Proprietor / Partner / Company. (witness / proof must be attached / provided).
- 18- In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case of no replacement provided in time, the Institute would have a right to hire a vehicle from the market and the additional cost incurred by the Institute will be borne by the Service Provider.
- 19- A cleaner / gate keeper will be deputed on every vehicle for up keep and taking care of the commuters besides the driver. Payment to the driver is the responsibility of the contractor. The vehicle will be kept neat and clean and in perfect running with good interior by the Service Provider. Vehicles must bear the logo of the Institute.
- 20- The contractor or their designated representative is expected to be physically present at the main terminal points. This ensures smooth departure/ arrival of the buses.
- 21- In case noncompliance of the instructions of the Institute or any irregularity, after serving three letters, the security deposit will be forfeited and fresh call deposit will be deducted from the bill of any contractor.
- 22- The Service Provider would ensure that the drivers employed have valid driving license of HTV vehicle. The driver of the vehicle provided should be medically fit and must be aware of the traffic rules and other regulations prescribed by the Government from time to time. The driver should be able to communicate and write in Urdu.
- 23- The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty. He must be familiar with local routes.
- 24- In case of any accident, all the claims arising out of it shall be met by the Service Provider.
- 25- The Institute will do physical verification of vehicles before entering into the contract.
- 26- Vehicles must be marked with logo of PAF-IASST.
- 27- Vehicles will not be used for commercial purposes or any other reason during the stipulated timings specified for the Institute services.
- 28- The Service Provider shall deploy drivers in Institute only after police verification. All drivers deployed in Institute will carry CNIC & Identity Card issued by the contracting firm.
- 29- In case, the drivers employed by the successful firm commits any act of omission that amounts to misconduct / indiscipline, the firm shall be liable to take appropriate disciplinary action against such drivers, including their removal from duty.
- 30- All vehicles used for Institute must be fixed & carried with fire extinguishers

- 31- The contracting firm shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.
- 32- That just for ensuring and assuring the efficient performance by the contractor, it should be very clearly stipulated and determined by both the parties that, the above services are agreed to be rendered by the contractor.
- 33- That the contractor will be bound and responsible for plying the buses with insurance and in good condition which may suit the educational atmosphere and qualitative standard of the Institute.
- 34- That the Institute will pay only for those trips for which buses would be utilized according to the scheduled program issued by the authorities.
- 35- In case if the Institute authorities/students have any complaint about the bus/buses, staff the same shall be discussed into and remedies on the spot, and the Institute authorities have right to curtail the number of buses on short notice and can stop the service without giving any reason at any time.
- 36- That during the agreement period if the contractor intends to discontinue the service then he would be under legal obligation to issue the notice for withdrawal of the service at least 60 days in advance, failing which the payment of the remaining bills will not be released to him and also security deposit will be forfeited.
- 37- During semester examinations or 30 days before the commencement of the examinations the contractor has no right to issue the notice for withdrawal of the service if he does so his final bill of payment will be forfeited along with his security deposit.
- 38- The contractor is bound to arrange more buses if required by authorities within 03 days, if he fails then he will be penalized by the amount equal to two days' payment of a bus.
- 39- The contractor must ensure the time schedule, if any bus/buses found coming late then Rs. 1,000/- will be charged as penalty per late coming bus.
- 40- The contractor must ensure for supplying proper information regarding plying of buses and in case of misinformation or any bus plied on any route without consent of the Institute management, a fine of Rs. 10,000/- per bus would be imposed by the Institute management.
- 41- That the Institute would make the payment to the contractor within the period of 30 days from the date of submission of the bill by contractor. The payment will be released monthly.
- 42- The contractor is bound to follow the verbal instructions of Transport Officer in connection with the operation of the service from time-to-time for increase/decrease of the number of buses.
- 43- Buses must be parked as per the prior instructions of the Transport Officer, in case the bus/buses are not properly parked or bus/buses found without displaying route board on the windscreen, then Rs. 1,000/- will be charges per bus per side as penalty.
- 44- That buses must reach at starting point at least 15 minutes before departure, failing which Rs. 1,000/- per bus will be imposed as penalty.
- 45- The contractor has to follow the instructions of the Institute management, issued from time to time

regarding schedule or any problem faced.

- 46- The contractor is bound to ply same registered buses at time of departure which have already entered at time of arrival. In case of failure or any bus the contractor can bring another registered bus, after taking permission from Transport officer/ Incharge Transport.
- 47- If any bus does not pick the students standing on the way, the bus will be penalized Rs.1,000/- after receipt of complaint.
- 48- The contractor will provide the buses for study tour/official visit/trip outside the city.
- 49- In case contractor change the driver of any vehicle for any reason, he will inform to transport office of university.
- 50- Security Deposit would be fixed amount of Rs. 500,000/-.
- 51- All the repair, maintenance cost, POL cost & drivers, helper salaries of vehicles would be born by the vender.
- 52- There will be no impact of increase or decrease of Fuel Price on quoted rates.
- 53- Accept and absorb any increase in the fuel and maintenance charges up to 10% of the current price without amending any term in the contract.
- 54- Accept an increase in the Round-Trip charges agreed as per agreement above if the fuel price increases by more than 10%.
- 55- The overall Management and recoveries from students.

Signature of the Contractor

Signature & Stamp

Authorized Person:

Designation:

WITNESS:

Signature: _____

Name: _____

Signature of the Procuring Office

Signature & Stamp

Authorized Person:

Designation:

WITNESS:

Signature: _____

Name: _____

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 2025 between **Pak Austria Fachhochschule: Institute of Applied Sciences** (hereinafter called "the Procuring agency") of the one part and **M/s. _____** ("hereinafter called the Contractor"), of the other part:

WHEREAS the Procuring agency invited bids from interested contractors to offer Transport Services on rental bases **vide Tender No.** _____ and has accepted a bid on the terms and conditions hereinafter appearing Transportation Rental Services in the sum of **Rs.** _____ (hereinafter called "the Contract Price").

NOW THIS INDENTURE WITNESSES AS UNDER:

The contract shall be applicable for a period of 12 Months with effect from the date of signing of contract. It can be extended for another year by mutual agreement based on terms and conditions as stated in this bidding document. Such extension is subjected upon satisfactory performance and by approval of competent authority. However, the contract may be terminated by the Procuring agency without assigning any reason at any time on 30 days' notice.

- A. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the terms and conditions of Contract referred to.
- B. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
- a) Bidding Documents;
 - b) Contract Agreement;
 - c) Letter of Acceptance/Notification for award of work;
 - d) Work Order;
 - f) the Price Schedule submitted by the Bidder against specified routes

ANNEXURE “B”

Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the cater works;

M/s _____, the service provider/ cater hereby declares that:

(a) Its intention not to obtain the work of any Contract, right, interest, privilege, or other obligation or benefit from the Paf-iast.

(b) Without limiting the generality of the forgoing the cater represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the BNBWU directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the Paf-iast, except that which has been expressly declared pursuant hereto.

(c) The cater accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the Paf-iast under any law, contract, or other instrument, be stand void at the discretion of the Paf-iast.

(d) Notwithstanding any right and remedies exercised by the Paf-iast in this regard, cater agreesto indemnify the Paf-iast for any loss or damage incurred by it on account of its corrupt businesspractice & further pay compensation to the Paf-iast in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the Paf-iast.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____ Contact Person _____

Address _____

Mobile _____ email _____

SIGNATURE & STAMP

BILL OF QUANTITIES FOR

Hiring of Transportation Rental Services

FOR

Pak Austria Fachhochschule: Institute of

Applied Sciences Mang, Haripur

Bill of Quantity Financial Proposal

Pak Austria Fachhochschule: Institute of Applied Science Mang, Haripur

ROUTES FOR TRANSPORT RENTAL SERVICES

Ser	Total Buses	Bus Type	Trip	From	To	KM Round Trip	Rate
1.	01	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	Sarai Saleh Haripur	38	
2.	02	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	Afaq Hotel Haripur	30	
3.	01	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	Trauma Center Haripur	30	
4.	02	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	Pharalla Haripur	55	
5.	02	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	KTS Haripur	60	
6.	02	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	Havelian	80	
7.	06	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	Abbottabad	120	
8.	01	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	Gango Barriar Taxila	50	
9	02	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	Taxila Chowk Via Khanpur road	75	
10	02	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	Taxila Via Burhan	110	
11	04	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	Wah Cantt Inside/Out side via Motorway	105	
12	03	Hino (60-65 Seater)	Round Trip	PAF-IAST Mang Haripur	TIP Haripur	20	

- Vehicle type & number of vehicles for each route required will be finalized as per number of students on each route. vehicle: Bus 60-65 (Hine Buses) seaters & Coaster-32-35-seaters.
- The Financial Evaluation will be done on basis of the Lowest Total Rates quoted for all routes. Individual Route rates will not be considered.

Note. The quoted Rates must be inclusive of all taxes.

Stamp & Signature