



## **TENDER NOTICE**

**Tender No. LPP/IO/001/2024-25**

### **FOR THE PROVISION OF VEHICLES ON RENTAL BASE**

Lodhran Pilot Project (LPP) is a non-profit, non-government humanitarian organization working in Pakistan since 1999. LPP is inviting sealed bids/tender for the provision of different type of vehicles on rental basis from well reputed and tax registered firms/companies in Pakistan.

- The Interested bidders can download the complete tender documents containing all details of required vehicles on rental basis, eligibility criteria of bidders and terms & conditions, from LPP website [www.lpp.org.pk/tenders](http://www.lpp.org.pk/tenders) or obtain from our LPP Office during week days (Monday to Friday) between 0900 - 1700 hrs.
- The dually filled, signed, stamped and sealed bids/tender document should be submitted in **“Single Stage two envelop procedure”** addressing Chief Executive Officer, LPP must reach by or before **Thursday, June 27, 2024** till 1000 hrs. at below office address along with bid security equaling of 2% of the total quoted value of the tender, in shape of Demand Draft or Pay Order, favor of “Lodhran Pilot Project” in a sealed envelope clearly marked as “Tender No. LPP/IO/001/2024-25” as reference.
- The Technical proposal will be opened on the same day i.e. **Thursday, June 27, 2024** at 1030hrs at LPP Office - Lodhran in the presence of interested bidders or their representative who wish to attend. “Financial Proposal” of only those firms/companies will be opened who will be technically qualified on the same day.
- Prices must be inclusive all applicable taxes i.e., WHT, Punjab Revenue Authority (PRA) 16% or as per government law and any other taxes levied by the government of Pakistan.
- LPP reserves the right to accept or reject any or all the bids/tender without assigning any reason/s whatsoever.
- Bidders must apply for all lots; tender evaluation committee reserves the right to divide the order according lot wise.
- In case of any query related to this assignment, please contact at: [procurements@lpp.org.pk](mailto:procurements@lpp.org.pk)

### **CHIEF EXECUTIVE OFFICER**

**LODHRAN PILOT PROJECT, NEAR WAPDA COLONY, MULTAN ROAD, LODHRAN**

# **LODHRAN PILOT PROJECT**

## **TENDER DOCUMENT**

### **FOR THE PROVISION OF VEHICLES ON RENTAL BASIS**

#### **(YEAR 2024-2025)**

**Note: This document is not a contract or an offer of contract, but is a formal Invitation for Tender of required services. Bidders must read, sign/stamp on each page of this document for compliance of terms and conditions given below.**

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#### **PROCUREMENT DEPARTMENT**

Lodhran Pilot Project  
Multan Road, Near WAPDA Colony, Lodhran  
Tel: (0608) 362928, 361030, 36319, Email: [procurements@lpp.org.pk](mailto:procurements@lpp.org.pk)

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Sign & Stamp of Bidder

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## Letter of Invitation to Tender

Tender Ref: LPP/IO/001/2024-25

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR THE PROVISION OF VEHICLES ON RENTAL BASIS (2024-2025)**

Lodhran Pilot Project (LPP) is non-profit, non-governmental humanitarian organization working in Pakistan since 1999 which is committed to promote development & humanitarian objectives in Pakistan. It serves in a non-partisan manner and contributes to the development of all disadvantaged communities without any discrimination. It is registered under the Societies Act 1860, Punjab Charity Commission Act and also certified by Pakistan Centre for Philanthropy (PCP). WASH, Green & Clean, livelihood, youth engagement, capacity building, institutional development and emergency preparedness & response are its key focused areas of interventions.

LPP is inviting the sealed bids/tender **“Single Stage two envelop procedure”** from tax registered, reliable and experienced rental vehicles providers, for the provision of different type of rental vehicles (**details provided in Annexure-A, Annexure-B, Annexure-C**) for its offices use on monthly and daily basis in different districts.

LPP is looking forward to receive your bid/tender **“Single Stage two envelop procedure”** (Bidders submit two sealed envelopes simultaneously, one containing the **“Technical Proposal”** and the other the **“Price Proposal”**, enclosed together in an outer single envelope) by or before **Thursday, June 27, 2024 till 1000 hrs** at the address specified in the tender dossier. Tender will be opened on the same day at **1030 hrs** in presence of bidders or their representatives who may wish to participate.

**The foreseeable timetable for this procedure is as follows:**

	DATE	TIME in PST
Deadline for requesting clarifications from LPP	24-June-2024	03:00 PM
Last date on which clarifications are issued by the LPP	25-June-2024	03:00 PM
Deadline for submission of tenders	27-June-2024	10:00 AM
Bids Opening Date	27-June-2024	10:30 AM

Your tender bid must include the following documentation so please use the list below as a ‘Checklist’ before submitting your tender to LPP.

1. Company/Business Profile,
2. Technical Specification (details provided in Annexure-A, Annexure-B, Annexure-C)
3. Firm/company financial position
4. Copy of firm/company Registration Certificate
5. Complete Tender Relevant experience with supporting documents (detail provided in Annexure-D)
6. List of previous and existing clients for same services (for last 3 years)
7. Copy of NTN (in case of company/firm) and /CNIC (in case of individual)
8. Signed and stamped business ethics statement
9. Signed and Stamped Tender Documents
10. Financial offer / financial Proposal.
11. Tax exemption certificate in case of exempted tax by the FBR/PRA.

Offers must be submitted in sealed envelopes and address to; **Chief Executive Officer LPP, Lodhran Pilot Project, Near Wapda Colony, Multan Road, Lodhran.** Envelops must be marked as **Tender No: LPP/IO/001/2024-25, not to be opened before 1030 hrs, Thursday, June 27, 2024.**

In case of any general and technical query, companies/firms can contact on below address from Monday to Friday between 0900 – 1700 hrs.

**Procurement Department**

**Lodhran Pilot Project**

**Tel: (0608) 362928, 361030, 36319: Email: [procurements@lpp.org.pk](mailto:procurements@lpp.org.pk)**

Yours sincerely,

**Chief Executive Officer**

**Lodhran Pilot Project**

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Sign & Stamp of Bidder

## **ELIGIBILITY CRITERIA**

The rental vehicle providers fulfilling criteria may participate in the bidding process and send following document's copies along with their bids in technical proposal. Failing to fulfill the following eligibility criteria will not considered for the further technical or financial evaluation.

**Technical Evaluation Criteria:** Firms/company must have to provide following necessary documents, only those bids which meet the below mentioned in full be considered for further process otherwise proposal may be considered as dis-qualified.

- a) Copy of NTN (in case of company/firm) and /CNIC (in case of individual)
- b) Previous Relevant experience with supporting documents; minimum 5 contract or Purchase Order, (detail provided in Tender relevant experience Annexure-D)
- c) Bank Statement in the name of registered company for last year from June 1, 2023 to May 31, 2024.
- d) Company/Business Profile
- e) Copy of Company Registration Certificate with Government entity.
- f) Signed and stamped business ethics statement.
- g) Signed and Stamped Tender Documents
- h) Letter of recognized bank account. LPP will make all payments through cross cheque or through bank transfers.
- i) Financial Offer/Financial Proposal
- j) Tax exemption certificate in case of exempted tax by the FBR/PRA.
- k) Submission of 2% bid security of the total bid value.

**Financial Evaluation Criterion:**

Those bidders who meet the essential eligibility and technical criteria, the **lowest bidder** will be awarded the contract/purchase/work order. The full price of the quotation will be used for the purpose of cost proposal comparison/ evaluation.

## **TERMS AND CONDITIONS**

Interested firms/companies must read following terms and conditions carefully before proposal submission and ensure compliance of the same.

**1- General:**

- 1.1** Any offer not received as per terms & conditions of the tender requirement will be automatically dis qualified. No offer shall be considered if:
  - a. received without bid security
  - b. it is received after the time and date fixed for its receipt
  - c. not signed & stamped by authorized person on each page of tender document
  - d. the offer is ambiguous
  - e. the offer is received by fax or e-mail
  - f. the offer is from a black listed firm/companies
  - g. offer received with shorter validity than required
  - h. the offer is not conforming to specifications indicated in the tender documents
  - i. the offer / quoted rates are furnished other than the tender documents
  - j. any additional terms & conditions added by the firm/companies
  - k. any conditional offer
- 1.2** Bid will remain valid for a period of **60 days** from the date of opening of the tender.
- 1.3** No escalation in rates will be permissible during contract period.

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- 1.4 The envelop must indicate tender reference number and date of opening. The envelopes must be properly sealed.
- 1.5 Rate must be inclusive all applicable taxes i.e., WHT, Punjab Revenue Authority (PRA) 16% and any other taxes levied by the government of Pakistan.
- 1.6 Road Taxes/Toll Plaza Charges shall be reimbursed against submission of original slip.
- 1.7 Contract shall be issued by LODHRAN PILOT PROJECT after the approval of Competent Authority i.e. CEO.
- 1.8 Policies of LPP i.e. Anti Sexual harassment, LPP Code of Conduct, Child Labor & Protection will be applicable and its implementation is mandatory. LPP reserves the right to take legal action if these policies are not followed.

**2- Time Period:**

The firm/companies will have to provide the rental vehicles within one week after signing of the contract and issuance of work order/email.

**3- Extension of Delivery Period:**

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

**4- Cancellation / Penalty of Delay:**

- 4.1 In case, Firm/company fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited and penalty equaling double amount of per day cost will be imposed.
- 4.2 The vehicles will be inspected by Lodhran Pilot Project through an authorized person and will be rejected, if not found according to the given specifications as mentioned in **Annexure-A, Annexure-B, Annexure-C** and The Lodhran Pilot Project will not be responsible for any costs or expenses incurred by the Firm in connection with the supply of services.
- 4.3 The tender evaluation committee reserves the right to change the quantities, skip any particular vehicle or cancel/reject any or all offers or the whole tender at any stage without assigning any reason, or without intimation to any supplier or without to publish on any other publication channel.
- 4.4 LPP reserves the right to either terminate the agreement or return any of the vehicles without any prior notice where;
  - 4.4.1 Vendor/service provider or any of his/her associates is found involved in the financial embezzlement/corruption.
  - 4.4.2 Vendor or any of his/her associates is found guilty of the serious breach of the LPP's code of conduct.
  - 4.4.3 Vendor or any of his/her associates is involved in Child Abuse or Sexual Harassment.
- 4.5 LPP Reserve the right to award contract for complete fleet requirement or partially or lot wise or as per need bases against lowest quoted rate for each category of vehicles. LPP also reserves the right to award whole tender to any single vendor or may award the contracts to different vendor for each category / lot wise.

**5- Payment to the Contractors:**

Payment will be made through cross cheque to the firm/company against invoice with all necessary supporting documents i.e. copies of the log books, etc. after 100% completion of satisfactory services on monthly basis. No payment will be made in advance.

**6- Bid Security:**

- 6.1 Bid security equaling 2% of the total quoted value of the tender must be submitted by the firm/company in shape of Pay Order/Demand Draft in favor of "Lodhran Pilot Project".
- 6.2 Bid security of unsuccessful Firms/companies will be returned within 20 days after signing of contract with selected firm. Whereas the bid security of successful firm/company will be retained by the LPP till the successful completion of contract period.
- 11.3 The bid security shall be forfeited if:
  - a. The offer is withdrawn, amended or revised
  - b. The firm/company fails to execute the contract in accordance with the terms and conditions of tender document.

**7- Deduction of Taxes:**

The bidders must be registered with relevant tax authorities (Federal or Provincial). Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.

**8- Dispute:**

In case of any dispute before or during the execution of contract, matter will be resolved amicably between the parties and in case parties don't reach to the conclusion, matter may be taken to the court of law within jurisdiction of district Lodhran.

**9- Bid / Tender Submission Instructions:**

- 9.1** Each bid shall comprise financial proposal (Pakistani Rupees) along with business profile of the firm.
- 9.2** Copies of all required documents must be attached with proposal for evaluation. Absence of any documentary evidence will lead the bidder to disqualification in technical evaluation.
- 9.3** All bids received shall be opened and evaluated by committee according to the criteria mentioned in the bidding documents.

**Selection of Tender:**

Lowest rates will not be the sole criteria for selection of firm. Selection of the successful applicant will be also based on the ranking of firms according to price, quality, competency and experience, as well as any other criteria suggested by the Tender Committee prior to the tender opening. LPP has right to select single and more than one vendor for services in different districts/locations.

**10- Language:**

As determined by LPP, the working language of this tender is English. Other languages will not be acceptable.

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## **SCOPE OF WORK**

The companies selected would provide vehicle rental services to Lodhran Pilot Project on monthly and daily base on as and when required basis. LPP has right to use the vehicles in all over the Pakistan without intimation of Service provider/vendor.

### **1- Requirement of Vehicles:**

The rental vehicles provided to LPP must be in excellent condition (good condition of tyres, body, engine, neat & clean seat) and not older than model year as per **Annexure-A, Annexure-B, Annexure-C**, All vehicles must have toolkit, including but not limited to spare wheel, wheel change kit, battery jumper cable, vehicle tow cable and emergency first aid box etc. Vehicle should have worked AC/Heater in good working condition. The quantity of vehicles may vary as per requirement of the LPP. Vehicles must be insured by reputed company and insurance is the responsibility of the vendor.

### **2- Replacement of Vehicle in Case of Breakdown:**

The vehicle rental company will be responsible to ensure that the vehicles provided to LPP are fully maintained and are physically in absolute perfect condition for travelling. However, in an event that a vehicle breaks down or faulty, the vehicle rental company will arrange for its immediate replacement within 1-day.

### **3- Drivers:**

When vehicle will be provided, following should be observed about the driver.

- a- Must have a valid computerized license and police verification certificate
- b- Minimum 05 years of relevant experience in driving.
- c- Familiar with the local routes and traditions/customs /language of area of travel.
- d- Maximum age limit: 50 years (Medical fitness certificate).
- e- The firm will be responsible for the behavior/actions of the drivers and will be responsible to any misconduct.
- f- Must be literate enough to fill out and complete the vehicle log book during travel.
- g- LPP will not be responsible for arranging residence and meals for drivers. However, for out-of-district travel, LPP will cover daily and food expenses according to policy.

### **4- Other Terms & Conditions:**

- 4.1** The LPP shall provide the fuel, oil change, filters (air and oil) after 4000 km and 2 car wash/month of the vehicles hired under this tender / contract.
- 4.2** No CNG vehicles will be accepted. The Monthly Rental shall include Driver salary, food, accommodation etc. and all applicable government taxes.
- 4.3** The monthly Rental of Vehicle provided under the Contract shall remain the same during the period of the Contract. No increase will be allowed in monthly rent during period of contract.
- 4.4** Vehicles will be required particularly in the districts specified in the tender document but not limited to.
- 4.5** The Rate must be provided against each category specified in **Annexure-A, Annexure-B, Annexure-C**.
- 4.6** The Contract may be revoked by the LPP at any time in case of unsatisfactory services or failure to perform services by serving 30 days prior written notice and all payments will be withheld by the LPP.

- 5.7 Drivers shall be responsible to ensure proper hygiene of vehicle and himself at all times.
- 5.8 **LPP has right to select more than one vendor for services in different districts/areas or according to Lots or vehicles.**
- 5.9 **Companies/firms can apply and submit bids/tender for all lots for its services as mentioned in Annexure-A, Annexure-B, Annexure-C.** The tender evaluation committee reserves the right to reject the bids if any bidder failed to provide the rates of all required vehicles (**Annexure-A, Annexure-B, Annexure-C**)
- 5.10 In case of theft, snatching or total loss to the vehicle through accidents the firm/company will deal with the insurance company for documentation, depreciation and final claim settlements with the insurance company. LPP will not be responsible for any incident.
- 5.11 In case of repair, if the vehicle takes more than one day. The firm/company shall provide alternate similar vehicle on urgent basis without any delay and in this regard no extra charges shall be paid by the LPP.
- 5.12 During day & night, parking of vehicles will be the responsibility of Lodhran Pilot Project.
- 5.13 Duty hours will be 10 to 12 hours in a day.
- 5.14 Duty days will be as per LPP staff working days and Lodhran Pilot Project has right to call the vehicle on holiday.
- 5.15 Drivers will be eligible for TADA during outstation duty. TADA will be paid as per Lodhran Pilot Project policy and terms and conditions.
- 5.16 Tokens and related taxes of vehicles must be paid up to date by service provider/bidder.
- 5.17 **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.
- a- In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Vender must inform the buyer of the full particulars in writing. If the Vender is rendered unable either in part or in whole to perform its obligations then the LPP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.
- b- If the Vender is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the contract then the LPP will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

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<b>Firm/Company Information</b>	
Name of Firm/Company	
Complete Postal Address	
Landline No	
Contact Person / Designation	
Cell Number	
E-Mail	
Bank Detail	Account Title: Account No: Bank Name: Bank Branch Code: Branch City:

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## (FINANCIAL PROPOSAL)

### ANNEXURE-A

### FOR THE PROVISION OF VEHICLES ON RENTAL BASIS (2024-2025)

**Lot # 1** Detail and specifications of rental vehicles on **monthly & daily basis, with tax, with & without driver & without fuel;**

Note: Rates must be inclusive of all applicable taxes, vehicle maintenance and with duty station local driver.

Sr #	Required Description and Specification	Major Cities/Province	Unit	Nos	Monthly rent with Driver, with tax & without Fuel (PKR)	Monthly rent with tax, without driver & without Fuel (PKR)	Daily base/per day rent with tax, with driver & without Fuel (PKR)	Per KM Rate with driver, with tax, with fuel (PKR)
1.1	Rental vehicle of 1300-1400 CC Sedan Car Toyota XLI/GLI/ Honda or Equivalent <b>(With &amp; without driver)</b> Model 2021 to 2024 or above with proper AC/Heater : Minimum required fuel average of vehicle must be 10 km/ltr.	District Lodhran, Multan, Bahawalpur, Rahim Yar Khan, Bahawalnagar, Sahiwal, Rajanpur or any city of Punjab	Vehicle	1				
1.2	Rental vehicle of 1300-1400 CC, Sedan Car Toyota XLI/GLI/ Honda or Equivalent, <b>(With &amp; without driver)</b> Model 2016 to 2020 or above with proper AC/Heater: Minimum required fuel average of vehicle must be 10 km/ltr.		Vehicle	1				

1.3	Rental vehicle of 1000-CC, Suzuki Cultus or Equivalent, <b>(with &amp; without driver)</b> Model 2021 to 2024 or above with proper AC/Heater: Minimum required fuel average of vehicle must be 10 km/ltr.	Vehicle	1				
1.4	Rental vehicle of 1000-CC, Suzuki Cultus or Equivalent, <b>(with &amp; without driver)</b> Model 2016 to 2020 or above with proper AC/Heater: Minimum required fuel average of vehicle must be 10 km/ltr.	Vehicle	1				
1.5	Rental vehicle of 660-800 CC or above Hatchback Car Suzuki bolan/Mehran/Yaris/ United Bravo or Equivalent, <b>(with &amp; without driver)</b> Model 2021 to 2024 or above with proper AC/Heater: Minimum required fuel average of vehicle must be 12 km/ltr.	Vehicle	1				
1.6	Rental vehicle of 660-800 CC or above Hatchback Car Suzuki bolan /Mehran/Yaris/ United Bravo or Equivalent, <b>(with &amp; without driver)</b> Model 2016 to 2020 or above with proper AC/Heater: Minimum required fuel average of vehicle must be 12 km/ltr.	Vehicle	1				

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**ANNEXURE-B**
**Lot # 2 Detail and specifications of rental vehicles on monthly base with tax, & without driver & without fuel;**

Sr #	Required Description and Specification	Major Cities/Province	Unit	Nos	Monthly rent with Driver, with tax & without Fuel (PKR)	Monthly rent with tax, without driver & without Fuel (PKR)	Daily base/per day rent with tax, with driver & without Fuel (PKR)	Per KM Rate with driver, with tax, with fuel (PKR)
2.1	Toyota Corolla Altis X Automatic 1.6 Special Edition 2024 <b>(Without Driver)</b> Colour: Super White With Air conditioner/Heater Minimum required fuel average of vehicle must be 10 km/ltr.	Multan/Lodhran	Vehicle	1				
2.2	Toyota Corolla Altis Grande X CVT-i 1.8, <b>(Without Driver)</b> Colour: Super White With Air conditioner/Heater Minimum required fuel average of vehicle must be 10 km/ltr.	Multan/Lodhran	Vehicle	1				

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**ANNEXURE-C**

<b>Lot # 3 Detail and specifications of rental vehicles on daily basis, with taxes, with driver &amp; without fuel;</b>							
<b>Sr #</b>	<b>Required Description and Specification</b>	<b>Major Cities/Province</b>	<b>Unit</b>	<b>Nos</b>	<b>Daily base/per day rent with tax, with driver &amp; without Fuel (PKR)</b>	<b>Fuel Average Per Ltr = KM ?</b>	<b>Per KM Rate with driver, with tax, with fuel (PKR)</b>
3.1	Rental "4x4 Vehicle" model 2016 or above preferred Toyota Vigo/Revo/Parado or equivalent with proper AC/heater	All Over Punjab	Vehicle	1			
3.2	Rental Coaster Saloon 25-30 Seater with proper AC for heating cooling, Model 2018 or above with driver	All Over Punjab	Vehicle	1			
3.3	Hi-Roof, Hi-Ace 10-18 Seaters with proper AC for heating cooling, model 2018 or above with driver	All Over Punjab	Vehicle	1			
3.4	Mini Truck for transportation of Goods like Shehzore or equivalent with loading/unloading, with driver	All Over Punjab	Vehicle	1			
3.5	Medium Truck for transportation of Goods like Mazda 16 feet or equivalent with loading/unloading with driver.	All Over Punjab	Vehicle	1			
3.6	Temperature Controlled Vehicle Shehzore container or equivalent with loading/unloading with driver	All Over Punjab	Vehicle	1			
3.7	Temperature Controlled Vehicle Mazda 16 feet container or equivalent with loading/unloading with driver.	All Over Punjab	Vehicle	1			
3.8	Container 20 feet with loading/unloading with driver	All Over Punjab	Vehicle	1			
3.9	Container 40 feet with loading/unloading with driver	All Over Punjab	Vehicle	1			

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## **ANNEXURE-D**

### **(TENDERER'S RELEVANT EXPERIENCE)**

Tender reference No. LPP/IO/001/2024-25

Please complete the table below using the format to summarise the **major relevant services** carried out in the course

Of the past **05** years by the tenderer. The number of references to be provided must not exceed **15** for the entire tender.

<b>NGO / Company Name</b>	<b>Contact # NGO / Co.</b>	<b>Country</b>	<b>Total contract/P. O value (PKR)</b>	<b>Contract/ P.O duration</b>	<b>Type of contract</b>

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## Business Ethics Statement

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I, the undersigned (*Name and title of representative*)

Representative of

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(*Name and address of company*)

Hereby declare that we are not involved in any on the situations listed below,

- i. 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 subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulation
- ii. Have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*
- iii. Have been guilty of grave professional misconduct proved by any means which the contracting authority can justify
- iv. Have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the Federal as well as Provincial Government.
- v. Have been the subject of a judgment which has the force of a *res judicata* for fraud, corruption, involvement in a criminal organization or any illegal activity detrimental to the Government's financial interests
- vi. Are on any list of sanctioned parties issued by the Government of Pakistan, Any Provincial Government, United Nations and any other organization.

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(*Name & Signature*)

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(*Official Stamp*)

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(*Designation*)

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(*Location, date*)