

**Government of Pakistan  
(Cabinet Secretariat)  
PRIME MINISTER'S EDUCATION SECTOR REFORMS  
PROGRAM  
CAPITAL ADMINISTRATION & DEVELOPMENT DIVISION, ISLAMABAD  
TENDER NOTICE No. 1(12)2015-16/GENERAL-Vo-II  
PURCHASE OF 130 SCHOOL/COLLEGE BUSES**

Under the Prime Minister's Education Sector Reforms Program, the Capital Administration and Development Division intends to invite sealed tenders/bids from the well reputed Firms / Manufactures/authorized dealers registered with the Sales Tax and Income Departments for purchase of new school / college buses in numbers of 130 (One Hundred and Thirty) as per detail given in the Tender Documents and specifications which are separately attached in the Tender Documents.

<b>PURCHASE OF SCHOOL / COLLEGE BUSES</b>				
<b>S.No.</b>	<b>Name of Article</b>	<b>Quantity Required</b>	<b>Specification</b>	<b>Date for the Submission of Tender</b>
01	Buses	130 (One Hundred and Thirty)	60-65 Seater, Diesel Engine, 7000cc or more (details are attached in the Tender Documents)	Within 20 days after publication of advertisement in newspaper

2. Tender documents are available at PPRA's website [www.ppra.org.pk](http://www.ppra.org.pk), CA&DD's website [www.mocad.gov.pk](http://www.mocad.gov.pk) and FDE's website [www.fde.edu.pk](http://www.fde.edu.pk). The process for award of Tender for Purchase of Buses order shall be completed in accordance with PPRA's Rules, 2004, Single Stage-Two Envelop Bidding Procedure.

3. A single package containing two envelopes, Technical and Financial Separate Bids, duly completed, signed by authorized person of the firm / company, stamped , sealed and complete in conformity with Tender documents should reach in the office of the undersigned through courier companies/ post office, **not later than 1600 Hrs prescribed deadline i.e. within 20 (Twenty) days from date of publication of advertisement in newspaper or the next working day in case of**

**closing date comes on holiday (s).** Envelopes should be properly sealed in such a manner that the contents are fully enclosed and cannot be known until duly opened. In case of improper sealing of envelopes bids shall be rejected by the CA&DD.

4. Sealed Technical Bids will be publically opened first at 16:30 Hrs. in the committee Room No. 105 1<sup>st</sup> Floor D-Block Pak Sectt. Islamabad on the same date i.e. on 20<sup>th</sup> day of the publication of first advertisement in the newspaper, in the presence of the firms or their representative (s) who wish to attend. Financial Bids will be opened later on. Bidding firms should inform in writing about the person (s) who will represent them on the opening date of bids, before the opening of bids. The sealed envelopes shall be marked as "Financial Proposal and Technical Proposal" in bold and legible letters to avoid any confusion.

5. All bids must be accompanied by Tender Fee of Rs.1000/ (non-refundable) and Bids Security (Refundable) at the rate of 2% (as per PPRA Rules) of total value in form of CDRs/ DDs in favor of Drawing Disbursement Officer (DDO), Capital Administration and Development Division (CA&DD), Islamabad.

6. As provided under Rule 8 of PPRA Rules 2004 (as amended time to time), Tender Committee may reject any or all bids at any time prior to acceptance of a bid without assigning reasons. Capital Administration and Development Division reserves the right to reject all bids/ proposals at any time under the above referred PPRA Rules, if the bids/ proposals do not meet standards/ rules specified above.

2. Only technically and financially capable firms having adequate managerial capability are invited to submit bids. Relevant experience, past performance and other details like (guarantor/ warranty/ after sale service, free maintenance/ provision of equipments/ spare parts etc) per unit be reflected in the bid. Firms involved in litigation or black listed by Federal or any Provincial or Local Government or autonomous bodies of the Government will not be considered, and an affidavit regarding non-involvement of litigation or blacklisting in this context is required to be appended with in tender offer/ bids.

3. The Capital Administration and Development Division has the right to increase or decrease the number buses. Unit costing along-with gross cost and transport charges, if any, may clearly be reflected in the tender documents, No

hidden charges will be accepted by the department/ purchase committee in the price quoted.

**Ch. Ramzan Ali**  
**Deputy Secretary (Admn)**  
**Ph. 051-9212601, Fax: 9213844**

**Government of Pakistan  
(Cabinet Secretariat)  
Capital Administration & Development Division**

**BIDDING DOCUMENT  
FOR PROCUREMENT OF  
130 BUSES FOR  
SCHOOLS / COLLEGES**

**Capital Administration & Development Division  
Room No. 109, Block-D, Pak. Secretariat, Islamabad  
Phone: 9207173 Fax: 9213840**

**Price: Rs.1000/- (Cash/Non-refundable)  
GOVERNMENT OF PAKISTAN**

**(Cabinet Secretariat)**  
**Capital Administration & Development Division**  
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**TENDER FORM**

- Note: (1) Contractors/Vendors must fill in all the details as required in the form.**  
**(2) Print in Blue/black pen, use CAPITAL LETTERS.**

Name of Firm / Company \_\_\_\_\_

National Tax No. \_\_\_\_\_

Sales Tax Registration No. \_\_\_\_\_

Vender No: \_\_\_\_\_

Date of Registration (Firm /  
Company) \_\_\_\_\_

Owner(s) Name(s): \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Authorized Signature / Stamp**  
(Chief Executive or  
the person authorized to sign  
and Submit bid)

**Attachments:**

- Copy of CNIC
- Copy of NTN
- Copy of Sales Tax Registration
- Copy of Dealership

Tender submission date \_\_\_\_\_

Earnest money (2 % of quoted amount) Rs. \_\_\_\_\_

Bank Draft/Pay Order/Call Deposit No. \_\_\_\_\_

Issuing Bank \_\_\_\_\_

## **TERMS AND CONDITIONS**

### **1. GENERAL**

- i. Sealed tenders shall be submitted by Reputed Tax registered firms / Companies.
- ii. Conditional, incomplete, non-compliant and over writing in bids will not be accepted.
- iii. The bidder must be original manufacturer or authorized dealer / distributor.
- iv. Telephonic / telexed / faxed / telegraphic / emailed quotation will not be entertained.
- v. The Bidder should quote the price according to the technical specifications as provided in the bidding document (Annex-I). The specifications of item, different from demand of enquiry, will straightway be rejected.
- vi. The Bidder is required to offer competitive price. The prices should be including all taxes/General Sales Tax (GST).
- vii. Price offered should be for the entire quantity of each item demanded; partial quantity offers shall straightaway be rejected. Conditional/Optional offers will also be considered as non-responsive bidder.
- viii. Any bid received by the purchaser after the specified time and date will be rejected. The bidder after winning of tender would be bound to deliver buses on specified station on its own resources/expense.
- ix. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the Time of issuance of tender notice.
- x. The specifications for buses are Annexed as Annex-I.
- xi. **Single stage – two envelopes bidding procedure shall be applied:-**
  - The bid shall comprise a single package containing two separate envelopes; each envelope shall contain separately the **FINANCIAL PROPOSALS** and **TECHNICAL PROPOSAL** for 130 Buses..
  - The envelopes shall be marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” in bold and legible letters to avoid confusion;
  - Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened;
  - The envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the Custody of Procuring agency without being opened;
  - The Procuring agency shall evaluate the technical proposal, without reference to the price and reject any proposal which does not conform to the specified requirements;

- During the technical evaluation no amendments in the technical proposal shall be permitted;
- The financial proposals of bids shall be opened publicly at a time, date and venue to be announced and communicated to the Bidders in advance;
- After the evaluation and approval of the technical proposal, the Purchaser shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective Bidders; and

- Xii. The bid found to be the lowest evaluated Bid shall be accepted.
- xiii. The purchaser will disqualify a bidder if it finds at any time that the information submitted by him concerning his quotation as supplier was false and / or misstated.
- xiv. The bidder shall submit a certificate of financial stability from its bankers with regards to the ability to successfully meet obligations under this procurement.
- xv. Any bid found without bid security / earnest money @ 2 % of the total quoted value in shape of Pay Draft/Pay order/CDR will also lead to rejection of bid. The earnest money document shall be in the envelope containing technical proposal.
- xvi. The earnest money deposited along with bid will be refunded to all unsuccessful bidders within 10 days of contract award. Whereas the earnest money of successful bidder will be treated as performance guaranty and will be returned after the expiry of warranty period i.e. one year after the confirmation/verification/inspection by the purchase committee.
- xvii. Before commencing supplies, samples will be examined by authorized officer(s)/Purchase and Technical Committee for approval. All subsequent supplies should be in conformity with the approved samples
- xviii. The successful bidder will start delivery of buses within **one month** of issuance of supply order and will complete the delivery of all buses within **four months** of the issuance of supply order. LD will be imposed in case of delay in delivery which would be specified in the agreement.
- xix. The bidders must quote their **NTN/GST and Vender No** along with their offer and will be checked on active tax payer list of FBR, failing which their offer will be rejected.
- xx. Price negotiation as per existing PPRA rules is not allowed.
- xxi. The payment of items is coupled with inspection / commissioning of items; therefore, supplier should make sure that bid is complete in all respects including consumables and incidentals etc.
- xxii. The bid will be awarded on lot basis.

- xxiii. The successful firm will provide an undertaking for provision of one year guarantee / warrantee with parts of each item and free services after the delivery.

**2. SCOPE OF SUPPLY**

The bidder shall also be responsible for their supply of busses at the \_\_\_\_\_ Islamabad

**3. CLARIFICATION OF BIDDING DOCUMENT**

The bidder requiring any further clarification or information of the bidding documents may notify by contacting “ ” General Section of “**Capital Administration & Development Division (CA&DD)**” Room No. 109 Block-D, Pak. Secretariat, Islamabad. The **CA&DD** will respond to any request for information or clarification of the bidding documents which it receives not later than (02) two days prior to the deadline for the submission of bid.

**4. BID VALIDITY**

The bid shall remain valid and open for acceptance of the purchaser **for one year from commencing of contract.**

**5. SIGNING OF BIDS**

The authorized person signing the bid shall initial all the pages of the bid, where entries are made.

**6. SUBMISSION OF BID**

**6.1 SEALING AND MARKING OF BID**

The bidder shall seal the original and copy of the Bid separately, duly marking envelopes as “**Original**” and “**Copy**” The envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “Late”.

**6.2 DEADLINE FOR SUBMISSION OF BIDS**

All bids must reach and be received by the Purchaser in sealed envelope (bold written “**BID FOR BUSES**”) on or before the **prescribed deadline i.e. November, 2017 (2 PM) or the next working day in case of closing date comes on holidays.** The bids shall be opened by the Committee established for the purpose on the same day at 1630 HRS in the Committee Room No. 105 1st Floor Block-D, Pak. Secretariat, in presence of bidders / authorized nominees, who wish to be present on the occasion.



### **6.3 LATE BIDS**

Any bid received by the Purchaser (Procurement agency) after the prescribed deadline for submission of bids or incomplete bid shall not be entertained in any circumstances.

### **7. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

The Purchase Committee of Capital Administration & Development Division (CA&DD) for Prime Minister's Education Reforms Package Program reserves the right to accept or reject any bid and to stop the bidding process and reject all bids, at any time prior to award of supply order without incurring any liability toward the bidders. The grounds for rejection of bid(s) shall be provided upon request of the bidder(s) but not bound to justify as per rule 33 of PPRA Rules.

### **8. CONNIVING**

Unsolicited advice/clarification and any personal approaches at any stage of evaluations/purchase process that may lead to influence the process are strictly prohibited and will lead to disqualification.

### **9. DELIVERY OF EQUIPMENT / ITEMS**

The delivery of equipments / items shall be made at the Federal Directorate of Education and completed within four month of the date of supply order/close of financial year 2017-18 of the date of supply order whichever is earlier. The bid price should be inclusive of the all kind of Taxes and packing (if any) and delivery cost. The supplier shall provide the items/material as per tender requirements in standard packing, the packing (if required) of the Goods as is required to prevent their damage or deterioration during transit to their final destination.

### **11. INSPECTION OF EQUIPMENT / ITEMS**

Upon delivery at the specified premises, the buses shall be inspected by authorized officer(s)/Purchase Committee in the presence of supplier or his/her representative. Buses not in conformity with the supply order shall be rejected. The rejected Buses (if any) shall be removed by the supplier within 30 days at vendor's expenses. A formal delivery challan shall be prepared against items found as per specification and accepted thereon.

### **12. MODE OF PAYMENT**

The payment shall be made in the form of cross cheque through AGPR, which shall be issued, after receipt of School / College Busses, inspection & verification and installation & operation/commissioning according to schedule, which will be provided separately.

**Note:** All taxes, insurance etc will be deducted from bills as per applicable taxation rules.

**13. PRICES**

Prices charged by the supplier for said School / College Busses delivered and services performed under the contract will be in accordance with the prices quoted by the Firm / Company in its bid and also referred in the contract.

**14. EVALUATION CRITERIA:**

Compliance to general terms and conditions stated above is must for all bidders.

**15. ARBITRATION**

In case of any dispute concerning the interpretation and/or application of this tender, shall be settled through arbitration as provided in rule 48 of PPRA Rules, 2004 (Grievances Committee) . The Secretary Capital Administration & Development Division, Islamabad as Chairman of the Grievances Committee with following members shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final, binding on the parties and not challengeable in the court of law.

- |                                  |        |
|----------------------------------|--------|
| 1. Joint Secretary(Admn), CA &DD | Member |
| 2. Deputy Secretary (CDA), CA&DD | Member |

**16. GUARANTEE / WARRANTY**

The supplier shall furnish one year after sales service guarantee/ warranty for successful operation of equipment / items from the date of installation. In case of malfunctioning / defect in any equipment / item, the supplier shall replace them free of cost within 15 days; otherwise the procuring agency will forfeiture the 2% earnest money in favor of CA &DD, Islamabad.

**17. BID SUBMISSION UNDERTAKING**

I / We hereby confirm that we have read and fully understood the terms and conditions of this procurement and accept the terms and conditions of this tender and will abide by the same faithfully.

**NAME OF BIDDER**

**Signature**\_\_\_\_\_

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

**Dated:**\_\_\_\_\_



**STANDARDS/ SPECIFICATIONS OF 130 BUSES  
60-65 SEATERS**

Items	Minimum required specification
<b>Engine and chassis</b>	
1. Model Latest	
a. Type	04 Cycle, 04 Clinder Diesel Engine
b. Power	7000CC & Above
2. Clutch & Brake	Hydraulic
3. Gear	5F X 1R
4. Steering	Power
5. Fuel Tank Capacity	100 Liter (Minimum)
6. Tyres	Bridge Stone Japanees, manufacturing date 2017
a. Size	7.5 X16-10PR
b. Quantity	07 (including 01 spare tyre)
<b>Bus Body</b>	
1. Super Structure	
a. Type	Single deck Skelton type bus body
b. Frame	Principal Frame work of hollow square and rectangular M.S Tubes
2. Paneling	
a. Exterior Sides	Steel Sheet
b. Roof	Roof Top Panels
c. Front Panel	Fiberglass module panel
d. Rear Panel	Fiberglass module panel
e. Ceiling	Formica sheet and leathere Rexene texturing
f. Ceiling Horizontal Corner	Steel Sheet
g. Sides below window	Formica sheet
h. Heat Insulation	Thermopile2
3. Doors	
a. Passenger doors	01 No. Folding Type manually operated with tinted toughened glass
b. Driver Door	Flap type with window having double sliding tinted toughened glass
c. Emergency door	Flat type fixed window
4. Wind screen & Windows	
a. Front wind Screen	Single piece laminated glass
b. Rear Wind Screen	01 Piece laminated glass
c. Side windows	Aluminum window frame fitted with tinted toughened glasses
5. Floor	
a. Board	Plywood
b. Covering	PVC mat imported
c. Inspection/service lids	02 way adjustable with safety seat belt
6. Seats	
a. Capacity & Type	60-65 reclining luxury seats
b. Driver	2 way adjustable seat
c. Seat Belt	1 No. for driver.

Items	Minimum required specification	Specifications Produced by Firms/Companies
7. Electrical Equipment		
a. Electric Equipment	Batteries (02 Series connection, each 12V, 100 AH at 20 Hours rate	
b. Front headlight	04 No. sealed beam type	
c. Indicator	02 No. at Front and 02 No at rear	
d. Back light	02 No. stop/tail lights with reflector	
e. Side blinker light	02 No. at front and 02 No at rear	
f. Room light	04 No. lamp twin tube type	
g. Step light	01 No. each door step	
h. Fog lamp	02 No. Fixed in front bumper	
i. Wipers & Washer	Electrically operated wipers at front	
j. Reverse light	02 No. at rear	
8. Mud Flaps	Complete set	
9. Inspection/service lids	Be provided for transmission/ fuel tank and engine where necessary	
10. Exterior fittings		
a. Front bumper	Fiberglass bumper with MS reinforcement	
b. Rear view mirror	02 Convex type with driver view mirror	
c. Battery compartment	Be provided with sliding tray	
11. Interior Fittings		
a. Doorway support pipe	Powder coated steel pipes	
b. Stanchion pipes	Powder coated vertical support steel pipes	
c. Dashboard	FRP molded panel/plastic	
d. Ceiling grab rail	Two row of powder coated steel pipe	
e. Compartment mirror	01 No. rear front bulkhead	
f. Sun visor	01 No for driver	
12. Painting	All part anti rust treatment prior to applying low bake epoxy primer, color scheme in 2k imported paint, Design paint in NC Color Scheme & Writing on Busses: As specified by the purchaser	
13. Additional items		
a. Document Box	Lockable	
b. Curtains	Fabric curtain with pipe fitting	
c. Fire extinguisher	01 No	
d. Radio/tape recorder	Provided with speakers & address	
e. Clock	01 No. (Digital)	
f. Bumper safeguard	02 Nos. Front & Rear	
g. First Aid Box	01 No	
h. Tool Box	Tool Kit	
i. Defogger	Required	
j. Refrigerator	Required	



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