

# Tender Document

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## Repair of Vehicles - Toyota

Bid Submission Date & Time : 1400 Hours , 26<sup>th</sup> Aug 2020

Bid Opening Date & Time: 1430 Hours, 26<sup>th</sup> Aug 2020

<b>Issued To</b>	
<b>Date</b>	
<b>Tender Fee Receipt #</b>	
<b>Issued By</b>	
<b>Signature</b>	



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**Faisalabad Industrial Estate Development and Management Company  
(FIEDMC)**

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Faisalabad**

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## **Important Note:**

Bidders must ensure that they submit all the required documents indicated in the Bidding/Tender Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

## **Applicability of Punjab Procurement Rules, 2014**

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

### **1. Invitation to Bid**

#### **1.1 PPRA Rules to be followed**

All tenders must be submitted their bids as per **Single Stage – One Envelope Procedure Punjab “ Rule # 38.1 of PPRA** These may be obtained from PPRA’s website. <http://www.ppra.punjab.gov.pk>

### **2. Bidding Details (Instructions to Bidders)**

All bids must be accompanied by **Bid Security (Earnest Money) amounting to Rs:15,000/-**, as part of bid in favor of “**FIEDMC**”. The complete bids as per required under this tender document, must be delivered to the FIEDMC OFFICE **as mentioned above** .In case the last date of bid submission falls in / within the official holidays, the last date for submission of the bids shall be the next working day

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the works/supplies awarded under this Bid Process will be entertained by the FIEDMC. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the supplies/works and price/cost quoted in the Bid to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the FIEDMC will be permitted.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the FIEDMC office.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder’s authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The FIEDMC will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

## **TERMS AND CONDITIONS OF THE TENDER**

### **3 Tender Scope**

Following requirements define the scope of work of this tender.

3.1. The Selected Bidder will be responsible for the Repairing of 02 x Toyota Vehicles “Annexure –A”

### **4. Tender Eligibility/Qualification Criteria**

4.1 Eligible Bidder/Tenderer is a Bidder/Tenderer who:

4.1.1 Must be registered with Tax Authorities and active tax payer as per prevailing latest tax rules (Only those companies/firms/individuals which are validly registered with tax departments can participate.

4.1.2 has submitted bid for all services/goods/material and bid security against total quoted cost.

4.1.3 has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking on legal stamp paper is mandatory).

### **5. Tender Cost**

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the FIEDMC shall in no case be responsible / liable for those costs / expenses.

### **6. Joint Venture / Consortium**

Joint venture / Consortium/ subsidiaries are not eligible for this tender.

### **7. Amendment of the Tender Document**

7.1 The FIEDMC may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

7.2 The FIEDMC shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.

7.3 The FIEDMC may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule of Punjab Procurement Rules, 2014.

### **8. Preparation / Submission of Tender**

8.1 **The Tender shall be in one part.**

8.2 Proposal shall comprise the following,

8.2.1 Copies of Tax Certificates.

8.2.2 Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

- 8.2.3 Warrant of minimum running on letter head for the period of 01 month or 10,000 km after repair works.( no warranty shall be claim if negligence found on the part of driver)
- 8.2.4 Bid Security (**Earnest Money**) **attached with Bid**
- 8.2.5 Financial Form (Annexure C)

## **9. Tender Price**

- 9.1 The quoted price shall be:
  - 9.1.1 Best / final / fixed and valid until completion of all works/supplies/services and delivery i.e. not subject to variation / escalation;
  - 9.1.2 Amount in Words & Figures and must be in Pak Rupees only;
  - 9.1.3 inclusive of all taxes, duties, levies, insurance, freight, etc.
- 9.2 Where no prices are entered against any work(s) & item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).
- 9.3 bidder will quote price for Parts and services separately keeping in view their respective taxes.

## **10. Bid Security (Earnest Money)**

- 10.1 The Tenderer shall furnish the Bid Security (Earnest Money) as under:
  - 10.1.1 for a sum equivalent to Rs:21,000/- of the Estimated Price i.e **Rs: 700,000/-**;
  - 10.1.2 denominated in Pak Rupees;
  - 10.1.3 As part of bid , failing which will cause rejection of bid.
  - 10.1.4 in the form of Demand Draft / Pay Order , in the name of the FIEDMC;
- 10.2 The Bid Security shall be forfeited by the FIEDMC, on the occurrence of any / all of the following conditions:
  - 10.2.1 If the Tenderer does not accept the corrections of his Total Tender Price; or
  - 10.2.2 If the Tenderer, having been notified of the acceptance of the Tender by the FIEDMC during the period of the Tender validity, fails or refuses to furnish works ,services and Goods in accordance with the Tender Document
- 10.3 The Bid security shall be returned to the technically unsuccessful Tenderer with unopened/sealed financial bid, while the unsuccessful bidders of financial bid will be returned the Bid Security only without Financial Form.

## **11. Tender Validity**

The Tender shall have a minimum validity period of **90 days** from the last date for submission of the Tender.

## **12. Modification / Withdrawal of the Tender**

- 12.1 The Tenderer may, by written notice served to the FIEDMC, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 12.2 The Tender withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

## **13. Opening of the Tender**

- 13.1 Tenders shall be opened **as mentioned above** in the presence of the

Tenderer(s)/Bidders/Vendors, In case the last date of bid submission falls in / within the official holidays / weekends of the FIEDMC, the last date for submission of the bids shall be the next working day.

13.2 The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the FIEDMC may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

**14. Clarification of the Tender**

The FIEDMC shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such Correction is sole discretion of the FIEDMC.

**15. Correction of errors / Amendment of Tender**

15.1 The Tender price as determined after arithmetic corrections shall be termed as the Corrected

Total Tender Price which shall be binding upon the tenderer.

15.2 No credit shall be given for offering delivery period earlier than the specified period.

**16. EVALUATION CRITERIA**

ELIGIBILITY MARKS:

The Bidders who have duly complied with the Eligibility against all works will be eligible for further processing.

**EVALUATION CRITERIA**

Category	Description	Points
<b>(Mandatory)</b>	Valid Income Tax and Sale Tax Registration, NTN Certificate, Active tax Payer	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.	Mandatory
	Warrant of minimum running for the time period of 01 month /10,000 Km after repair work. On company letterhead	Mandatory
	Financial Bid Form	Mandatory

**17. Taxes and Duties**

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

## **18 Rejection / Acceptance of the Bid**

18.1 The FIEDMC shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all work(s) and item(s) without any change in unit prices or other terms and conditions, at the time of order placement. The FIEDMC may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The FIEDMC shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The FIEDMC shall incur no liability, solely, by virtue of its invoking Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Punjab Procurement Rules, 2014).

## **19. Work Order**

As per Punjab Procurement Rules 2014, the FIEDMC shall issue the Work order to the successful Tenderer, at least after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender.

## **20. Duration**

The delivery time of the repair works is 07 days commenced from the date of Work Order.

## **21. Inspection and Testing**

21.1 The FIEDMC shall inspect and test the vehicles and parts supplied, under the work Order, to verify their conformity to the terms & conditions at source of vendor and final destination (FIEDMC Head Office)

21.3 The FIEDMC may reject the Goods, the Services or the Works if they fail to conform to terms & conditions , in any test(s) or inspection(s) and the Contractor shall either replace the rejected Goods, Services or Works or make all alterations necessary to meet the Specifications, within three working days, free of cost to the FIEDMC.

21.5 Nothing contained in this document shall, in any way, release the Contractor from any Warranty or other obligations under the Contract.

## **22. Warranty**

22.1 The Contractor shall warrant to the FIEDMC that the parts supplied by the Contractor, under the work order are, brand new ,original and genuine

22.2 The Contractor shall provide warranty of 01 month/10,000 km after the repair work. (no warranty shall be claim if negligence found on the part of driver)

## **23. Payment**

23.1 The Contractor shall provide all necessary supporting documents along with invoice.

23.2 The Contractor shall submit request for Payment, to the FIEDMC. The Application for Payment shall: be accompanied by such invoices, receipts etc.

## **24. Forfeiture of Earnest Money/Performance Guarantee**

24.1 The Earnest Money shall be considered as Performance Security of Successful bidder and shall be forfeited by the FIEDMC,

24.1.1 If the Contractor fails / delays in performance of any of the obligations, under this Tender Document violates any of the provisions / commits breach of any of the terms and conditions of this tender document, the FIEDMC may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

24.2 Failure to carried out the work and supply of required items within the specified time period (“ Delivery Period”) , Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

24.3 Performance guarantee shall be retained till the completion of all works.

## Annexure A

### Repair of Vehicles

Sr	Vehicle	Repair Works
1	FDA-14-640 Toyota Altis Grande1800C C Model 2014	<b>Suspension works complete:</b> Front & Rear Shock Absorbers, Steering Rack, Steering Assembly, Tie Rod Ends, Ball Joints, Z Links, Lower Arms Left &Right, Lower Arm bushes left & right, Cut bushes, Front & Rear Disc Pads, Timing Adjuster, Adjuster Plates, Timing Seal, Caliper Front &Rear, Break Oil, Wheel alignment, balancing work , labour for Suspension works complete in all aspects
2	FD-12-583 Toyota Altis 1600CC Model 2012	<b>1. Complete Engine Overhauling</b> Piston Ring set complete, Piston set complete, Engine inlet and outlet Valve set, Valve Seals set complete, Main begin complete, Thrust washer complete, Shlug bottle, Water body complete , Guide set complete, Engine oil, Oil filter, Gear Oil, Coils, Engine Foundation set Complete, Head gaskit complete, Head jain kit complete, Engine overhauling Labor including Head I/c welding face and guide ,bore ,polishing ,tooling complete in all aspects. <b>2. Suspension works complete</b> (Steering rack, Steering assembly, Tie rod ends, Ball joints, Z links, Lower arms Left &Right, Lower arms bushes Left & Right, Cut bushes, Calipers Front & Rear, Brake oil (tin), <b>Wheel alignment, balancing work and Suspension work labour</b>

#### Terms & Condition

1. All parts must be fully operational, new, genuine and original.
2. FIEDMC shall inspect the all parts before replacement.
3. All replaced parts shall be handed over to FIEDMC.
4. Any item of the works/supplies/services required but not covered in the bid will be paid on Govt notified rates .
5. The rates of any non-schedule item required but not covered in the bid will be prepared on the basis of the market price plus 10% for the contractor and got approval from the competent authority

**Annexure- C**

**Financial Form**

**Price Schedule/ Financial Cost Sheet**

Sr	Vehicle	Description	Unit	Qty	Unit rate (Incl. of Taxes)	Total Amount (Incl. all Taxes)
1	<b>FDA-14-640 Toyota Grande 1800 CC 2014 Model</b>  <b>Suspension work complete In all aspects</b>	Front & Rear Shock Absorbers,	No	04		
		Steering Rack	No	02		
		Steering Assembly	Set	01		
		Tie Rod Ends	No	02		
		Ball Joints	No	02		
		Z Links	no	02		
		Lower Arms Left &Right	no	02		
		Lower Arm bushes left & right	Set	02		
		Cut bushes	No	02		
		Front & Rear Disc Pads	Set	04		
		Timing Chain	no	01		
		Timing Adjuster	no	01		
		Adjuster Plates	no	02		
		Timing Seal	no	02		
		Caliper Front &Rear	Set	02		
		Break Oil	No	01		
		Wheel alignment, balancing work	Job	01		
		Suspension Labor	job	01		
		<b>Total</b>				
2	<b>FD-12-583 Toyota Altis 1600 CC 2012 Model</b>  <b>Complete Suspension work and Engine Overhauling</b>	Steering rack	No	02		
		Steering assembly	No	01		
		Tie rod ends	No	02		
		Ball joints	No	02		
		Z links	No	02		
		Lower arms Left &Right	No	02		
		Lower arms bushes Left & Right	Set	02		
		Cut bushes	No	02		
		Calipers Front & Rear	Set	02		
		Brake oil (tin)	No	01		
		<b>Wheel alignment, balancing work</b>	<b>Job</b>	<b>01</b>		
		<b>Suspension work labour</b>	<b>Job</b>	<b>01</b>		



	Piston Ring set complete	Set	01		
	Piston set complete	No	01		
	Engine inlet and outlet Valve set	set	04		
	Valve Seals set complete	No	01		
	Main begin complete	No	01		
	Thrust washer complete	No	02		
	Shlug bottle	No	01		
	Water body	No	01		
	Guide set complete	Set	01		
	Engine oil	Ltr	06		
	Oil filter	No	01		
	Gear Oil	Ltr	04		
	Coils	No	04		
	Engine Foundation set Complete	Set	01		
	Head gasket complete	No	01		
	Head jain kit complete	No	01		
	Engine overhauling Labor including Head I/c welding face and guide ,bore ,polishing ,tooling complete in all aspects	Job	01		
	<b>Total</b>				
	<b>Grand Total</b>				
<b>Amount in Words :</b>					

Date \_\_\_\_\_

Signature of authorized person

Name:

(Company Seal)

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.