



# **Tender Document**

# VEHICLE LEASE



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# TENDER NOTICE

#### سندها نثيگر بيْدْايمر جنسى ايندْ مهلته سر وسز

ٹینڈرنوٹس

## SINDH INTEGRATED EMERGENCY & HEALTH SERVICES Sindh Integrated Emergency & Health Services

#### TENDER NOTICE

Sindh Integrated Emergency & Health Services (SIEHS), a not for profit organization incorporated under Section 42 of Companies Act, 2017, is engaged in implementing sustainable scalable health care service delivery programs that enhance access to free of cost lifesaving health services for all. SIEHS in collaboration with Health Department Sindh and PDMA Sindh is expanding Ambulatory care services in 22 districts of Sindh by introducing 230 Ambulances with 5 regional headquarters and 40 stations.

SIEHS through this tender notice is inviting bids from interested, reputable & qualified companies on the below listed activities.

Tender	Description	Tender Collection Start Date	<b>Bid Submission</b>
Ref: T9 /2022-Staff Transportation service	Staff pick & drop service in 3 shifts per day, 365 days a year on multiple routes in Karachi. 3 to 4 vehicles required with capacity of 5-6 passenger each	June 6, 2022	June 15, 2022
Ref: T10 /2022- Security Guard Services	Armed and unarmed security guard services required in Karachi and other districts of Sindh	June 6, 2022	June 15, 2022
Ref: T11 /2022- Manpower services	Provision of manpower staff such as office boys, janitorial and technical staff in Karachi and other districts of Sindh	June 6, 2022	June 15, 2022
Ref: T12 /2022- Medical Manikins and Simulators	Advanced medical manikins and AED trainers for paramedic training related to medical and traumatic emergencies	June 6, 2022	June 20, 2022
Ref:T13/2022- Leasing of Ambulance of 04 years		June 7, 2022	June 15, 2022
Ref: T14/2022- Leasing of Staff Vehicle period of 04 years		June 7, 2022	June 15, 2022
Ref: T15 /2022- Fabrication of Vehicles	Fabrication of vehicle into ambulance structure with ambulatory items on SIEHS provided 56 vehicles 4x2 as envisaged in bid document	June 7, 2022	June 30, 2022

Tender and vendor registration forms, along with detailed requirements on each activity and terms & conditions, can be obtained during office hours (9:00am to 5:00pm) on any working day (Mon to Fri) before June 14, 2022 as under:

• Email request to procurement@siehs.org(Mention tender name in subject for email

Email request to procentinements.
 By hand from the address given below.
 By hand from the address given below.
 Payment: Rs.5000/>, per tender (non-refundable) through bank deposit (Sindh Bank Limited Account number 5301-604070-6100) / demand draft / pay order in favor of Sindh Integrated Emergency & Health Services (SIEHS) NTN: 4979065.

#### Supply Chain Department

Sindh Integrated Emergency & Health Services Plot No. 43-15 / K, Block 6, P.E.C.H.S, Karachi, Pakistan UAN: +92-21-111-111-823 Ext: 2006 / 2022

www.siehs.org

ند ہانڈیگریٹڈا یمر جنسی اینڈ ہیل خدمات کی فراہمی کے پر و گرام	قد مرد مز (SIEHS) کھیٹزایکٹ 2017 کے سیکٹن 42 کے تحت شامل ایک غ وں کواناکو کرنے میں معروف ہے جو سب کے لیے ملت زندگی تھانے اولی صحت کے	یر منافع بخش تنظیم . جو کے تو سیع ، ماند مات تک ر سائی کو بڑھاتی ہے۔	الميدار صحت كى ديم محال كى 
SIEHS محکمه صحت سند هاه ایمبولیٹر می کیتر سر و سز کو بر معا	در PDMA سندھ کے تعادن سے سندھ کے 22 اخلاع میں 5 ریچش آ فیسر اور 40 رابی ہے۔	اسٹیشنوں کے ساتھ 230 ایمبولی	مسز متعارف كرواكر
SIEHS اس ٹینڈر ٹوٹس سے	ذریع ذیل میں درج سر گرمیوں پر د کچہی رکھنے والی، معروف اور اہل کمپنیوں سے بوا	یاں طلب کردیاہے۔	
ئىنلار ئىنلار	تنسيل	نينذر وصول كرف كابتدائ تدرخ	بولى يح كران كي آفرى يرق
يواله:T9/2022-المثالف زانېور فيش سروس	کر اپنی کے متعدد داستوں پر اسٹال کی ایڈ ڈراپ سروس وزاند 3 شلنوں شن ، سال کے 365 دن-5-6 سافر دل کی تکن کے ساتھ 3 کے 44 دیاں درکارچی ۔	6-جن-2022	15-جي-2022
لواله:T10/2022- يحيور في كارة سروسز	کراہی سیت مندھ کے دیگرامنلان میں مسلحادر غیر مسلح سیکیورٹی گارڈ کی خدمات در کارچی-	6-جن-2022	15-يون-2022
لوالد:T11/2022- اغرادی قوت سروسز	کرای سمیت مدد کردندان شدار اوی قوت جس میں آنس بوائز ، چو کمیدادادد تلفی عملے کی لرا ایس	6-جن-2022	15-يى-2022
واله:T12/2022-میڈیکل مینیکنز اور سمیلیئر	طخی اور تکلیف دو بنگای صور تمال بے متعلق بی امیڈک تربیت کے لیے جدید فتی ما نیکنز اور AED شیز ز	6-جن-2022	202-يون-2022
	1 D D D D R N		

محمد ہولى دہندگان /مالیاتى ادار وں/ فیکلوں كو 04 سال كى مدت كے لیے 156 میرولینسوں كى ليز كے -T13/2022: Ju 2022-08-15 2022-118-7 لي تواديز تيش كر في كاد موت ايبويش كى ليزتك مكند بولى د بندگان /مالياتى ادار دن / ينظون كو 04 سال كى مدت سے اليے 06 فترى عمل كى كا وي س بـ:T14/2022- محلوي *ج. چ.*-7 2022 15-جن-2022 ت ليز ت لي تواويز فيش كرت كى و موت كاديورى ليزتك الە:T15/2022-كازىچى جیاکد بولی کے دستاویز علی المعور کیا گیا ہے SIEHS کی طرف سے قرابہم کر دو 4x2 560 2022-JR-30 2022-UR-7 ايبولينس ك د حافظ مين ايبولياري اشياء كى فيبر يكيش ک نیریکیش

نیز رور کوئی قدم با در کری و شراطا مشوابا یہ تصلیحات ساتھ 14 جان202 سے پہلے کی تک کام کہ دن (حرجت ) وفتری 14 تا بچاک رودان مندر و ذیل طریقوں سے مامل کیے جانتے ہیں۔

procurement@siehs.org برای میل کی در خواست کری۔ (پر چر بی ای میل کے موضوع میں شیندر کے نام کاؤ کر کریں]

• یے دیۓ تھے چے خود وصول کری۔

• و قم كادا يكى : 5000/- فى نيندر (نا قابل دائىكى) بذريعه دينك فريزت (سنده دينك لينذ لكانت نمبر 6100-604070-1053) ؛ يمند ذر داخد/ بي آر دار سندها منظر ينذ ايمر جنسى ايند بيلت سروسز ( SIEHS ) اين في اين 4979065 2 حق من

SINDH

#### سپلاتی چین ڈیپار شمنٹ

سندها منیکریندایکر جنسی ایند میلند سروسز پایات نمبر P.E.C.H.S،6، باکسه)، پاکستان

UAN: +92-21-111-111-823 Ext: 2006 / 2022

#### www.siehs.org

#### سنڌ انٽيگريڊ ايمر جنسي اينڊ هيلٿ سروسز

#### ٽينڊر نوٽيس

سنڌ انٽيگريڊ ايمرجنسي اينڊ هيلٽ سروسز (SIEHS). هڪ غير منافع بخش تنظيم آهي جنهن کي ڪمپنيز ايڪٽ 2017 جي سيڪشن 42 تحت شامل ڪيو ويو آهي پانڊدار ۽ وڌانڻ لانق هيلٽ ڪينر سروس بڊليوري پروگرامن کي لاڳو ڪرڻ ۾ مصروف آهي جيڪي سڀني لاءِ مفت زندگي بچانڻ واري صحت جي خدمتن تائين رساني کي وڌاني ٿي.

SIEHS صحت کاتي سنڌ ۽ PDMA سنڌ جي سهڪار سان سنڌ جي 22 ضلعن ۾ ايمبوليٽري ڪيئر سروسز کي وڏاڻي ر هي آهي جنهن ۾ 5 ريجنل آفيس ۽ 40 اسٽيشنن سان گڏ 230 ايمبولينسون متعارف ڪرايون وينديون.

SIEHS هن ٽينڊر نوٽيس ذريعي خاص دلچسپي رکندڙ، سٺي ساک رکندڙ , معزز ۽ اهليت رکندڙ ڪمپنين کي درج ٿيل سرگرميون تي ٻولي جي دعوت ٽئي ٿي.

ٽينڊر	تفصيل	ٽينڊر وصولي جي ٻولي جمع جي آخري شروعاتي تاريخ تاريخ	
حوالو: T9/2022 - اسلاف ٿرانسپورٽ سروس	اسٽاف پڪ اينڊ ڊر اڀ سروس 3 شفٽن في ڏينهن سال جا 365 ٿينهن ڪراچي جي ڪيٽرن ئي رسٽن تي 5-6 مسافرن جي گنجانش سان 3 کان 4 گاڏيون گهريل آهن	6 <b>جو</b> ن، 2022	15 جون، 2022
حوالو: T10/2022 - سيڪيورٽي گارڊ سروسز	ڪر اچي ۽ منڌ جي ٻين ضلعن ۾ هٿياريند ۽ غير مسلح سيڪيورٽي گارڊ جي ضرورت آهي.	6 <b>جو</b> ن، 2022	15 <b>جو</b> ن، 2022
حوالو: T11/2022 - افرادي قوت جون خدمتون	ڪراچي ۽ سنڌ جي ٻين ضلعن ۾ افرادي قوت جي اسٽاف جهڙوڪ آفيس بوانز • جينيٽري ۽ ٽيڪنيڪل اسٽاف جي فراهمي	6 <del>ج</del> ون، 2022	15 <b>جون</b> ، 2022
حوالو: T12/2022 - میډیکل مینکس و سمولیتر	طبي ۽ صدمي واري ايمر جنسي سان لاڳاپيل ٻير ا ميڊيڪل ٿريٽنگ لاءِ ترقي پافته طبي مينيڪن ۽ آي اي ڊي ٿريئرز	6 <b>جو</b> ن، 2022	20 <b>جون</b> ، 2022
حوالو: T13/2022 - ايمبولينس جي ليزنگ	04 سالن جي عرصي لاءِ 56 ايمبوليٽس جي ليز لاءِ تجويزون جمع ڪرائڻ لاءِ امڪاني بولڊرز/مالي ادارن/يننڪن کي دعوت	7 <b>جون</b> ، 2022	15 <b>جون</b> ، 2022
حوالو: T14/2022 - اسٽاف گاڏين جي ليزنگ	04 سالن جي عرصي لاء 16 أفيس استلف گڏين جي ليز لاءِ تجويزون جمع ڪرائڻ لاءِ امڪٽي بولڊرز/ماٿي ادارن/ بننڪن کي دعوت	7 <b>جو</b> ن، 2022	15 <b>جون</b> ، 2022
حوالو: T15/2022 - گلاين جي فيبريڪيشن	SIEHS کان مهيا ڪل 56 4x2 ايمبولينس جي ڍانچي ۾ ايمبوليئر ي شين جي فيبر يڪشن جيئن بڊ سمبريرن ۾ تصور ڪيو ويو +هي	7 جون، 2022	30 <b>جون</b> ، 2022

, بسير 200 صن 100 pm) مورس14 جون، 2022 خان اڳ حاصل ڪري سکيمن ٿا. – اي ميل جي درخواست procurent@siehs.org ڏانهن، اپچا ڳچا لاءُ اي ميل جي موضوع ۾ ٿينڊر جو نالو لکندا] – هيڻ ٿاني آن ڀرٽن مياڻ وصول ڪريو. – رقم جي ادائيگي: 5000- ريا في ٿيندر (نقابل وايسي) بنتڪ بيارٽ ذريعي (سنڌ بنتڪ لميٽيڊ اڪانوٽ نمبر 100-60400-5301) / ٻمانڊ برافٽايي آرڊر سنڌ انٽيگريٽيڊ ايمرجند اينڊ هيٺ سروسز (SIEHS) اين ٿي اين: 4979065 جي حق ۾.

بلائي چين ڊپارٽمينٽ

سيري چي بورمين سنڌ انٽيگريٽيڊ ايمرجنسي اينڊ هيلٽ سروسز ، پلاٽ نمبر 15/K - 43- 43- 9. P.E.C.H.S ، ڪراچي، پاڪستان UAN: +92-21-111-111-823 Ext: 2002 www.siehs.org



# **COMPANY INTRODUCTION**

Sindh Integrated Emergency and Health Services (SIEHS), is a section 42 not-for-profit company formed in collaboration with the Government of Sindh. This service is a realization of Government of Sindh's commitment to strengthen the primary healthcare structure in Sindh through a public-private arrangement ensuring delivery of timely, effective, patient-focused ambulance and holistic healthcare services, free-of-cost.

SIEHS under its ambit operates and manages Pakistan's first and only ISO 9001:2015 certified ambulance service called Sindh Rescue and Medical Service (SRMS). SRMS operates according to international protocols, and is equipped with advanced medical equipment, life-saving drugs and qualified paramedics and nurses, providing immediate pre-hospital emergency care to those suffering with acute health trauma. The quality emergency services are available to all those who need it, across the social spectrum.

Our TeleHealth and Tele Medicine platform is designed to support health care solutions and capacity building across the general health continuum, free-of-charge. With 24/7 access to doctors, clinical psychologists and healthcare experts, supported by updated algorithms for common diseases and on-going pandemic, we ensure that people in need receive timely diagnostic and counselling services, anytime. Our state-of-the-art call center allows callers to access coordinated advice and counselling services from across Pakistan, by dialing "1123".

SIEHS invites sealed bids on single stage two envelopes procedure from the well reputed financial institution registered with SRB, FBR & with SBP to provide vehicle leasing for the period of 48 months.



# **INSTRUCTION TO BIDDERS**

# **3-A PRE BID SUBMISSION**

#### **TENDER TIMELINES**

The estimated timing for the key milestones in the tender process is as follows:

Steps	Time line	Start Date	End Date
Tender advertisement published in the newspapers		05-Jun-22	
Tender collection by interested bidders	From the date of tender publishing till before opening of bids	07-Jun-22	15-Jun-22
Addressing of queries from bidders	From the date of tender publishing till 05 calendar days to the bid submission date	05-Jun-22	13-Jun-22
Bid submission by vendors	Maximum by 16th calendar day after tender notice 1:00 pm	05-Jun-22	15-Jun-22
Technical proposal opening by tender committee	18th calendar day 3:00 pm	15-Jun-22	15-Jun-22
Technical proposal evaluation by tendering committee	2 working days	15-Jun-22	17-Jun-22
Financial bid opening by tender committee (only technically qualified bidders)	After technical evaluation completion	17-Jun-22	17-Jun-22
Comparative analysis of financial proposals along with clarification of queries if any	3 working days	17-Jun-22	20-Jun-22
Negotiations [with 3 lowest cost bidders, technically qualified] and review for vendor finalization by tender committee.	3 working days	20-Jun-22	23-Jun-22
Internal approvals and project award with Letter of intent	2 working days	23-Jun-22	24-Jun-22
Arrangement of lease Agreement	6 working days	24-Jun-22	30-Jul-22



## CONTACT DETAILS

Name of the Company	
Company NTN	
Company GST No.	
Provincial sales tax numbers (SST)	
Office Address	
Name of the authorized contact person for tender project	
Email address for tender query correspondence	
Telephone No with extension if any	
Mobile No.	
Signature of Authorized Person (Name & Designation)	
Company stamp if available	



#### MANDATORY / ELIGIBILITY CRITERIA:

The proposals adhering to below requirements will be considered for further evaluation process.

- 1. Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan with minimum 5 years of Relevant Experience.
- 2. Registration of NTN with Federal Board of Revenue (FBR) and having Active Tax Payer status. (Relevant Principal Activity)
- 3. Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) and having Active Tax Payer status and three months returns of all mandatory.
- 4. The bidder should have fully operational office/ Head office in Karachi.
- 5. Proof of similar completed projects for the last five years. (Completion Certificates, Satisfactory Reports, Performance Certificates etc Should be verified)
- 6. Audited Financial Statement of the company for the last three years.
- 7. Each page of the bid documents and profile of the firm must be signed and stamped by the bidder.
- 8. Affidavit on legal paper for 'Declaration of Self Obligation' (Annexure B)
- 9. The successful Bidder/Lessor under this tender undertake that SIEHS reserves the right to determine the numbers of vehicles that shall be ordered under any LOT and or Item(s) without reference to any minimum, but will be guided by the policy and considerations of economic, financial and operational aspects, volume advantages and discounts and policy considerations. In case of processing through LOT, bidder has to consider the element of price variation.
- 10. All vehicles, makes and models offered and supplied under this tender shall be New Vehicles and the Latest Models specified by the Manufacturer(s) for the market, and the latest makes/ models as specified in annexure "C".
- 11. It is undertaken that Bidder cannot substitute for approved vehicles specifications and requirements, vehicles of equivalent or higher specifications from the same manufacturer/ vehicle Dealer where these become available at any time after contract award and before the commencement date.
- 12. Bidders shall Insure leased vehicles with Reputable Insurer(S) and shall provide proof, to the satisfaction of the SIEHS representative prior to delivery of leased vehicles, that adequate insurance has been obtained in accordance with the above provisions
- 13. Bidder shall take all steps necessary to maintain the Insurance Policies in full force and effect and neither the SIEHS or Bidders/Lessors shall do anything whereby such insurance policies may be voided or vitiated, in whole or in part



14. Bidder shall pay insurance premiums, excess and administrative costs relating to insurance of leased vehicles, whether incurred directly or indirectly by Bidder and or their insurers and shall provide SIEHS with copies of such Insurance Policies for all leased vehicles

## **BUSINESS REQUIREMENT / SCOPE OF WORK**

SIEHS required following vehicles to strengthen its fleet management services.

Lease Item No.	Description of Lease Item	Quantity	Duration of Lease in months
1	Pool Vehicle Type I (Details as per Annexure "C")	01	48
2	Pool Vehicle Type II (Details as per Annexure "C")	04	48
3	`Pool Vehicle Type III (Details as per Annexure "C")	01	48

## **CLARIFICATION / QUERIES ON TENDERING DOCUMENTS**

A prospective bidder requiring any clarification(s) may notify to SIEHS in writing via email address provided in a bid data sheet duly referring the title of the in email subject. The concerned officer will respond to any request for clarification within 03 calendar days. Clarification response will be shared with all prospective bidders that have deposited the tender fee.

#### **BID PRICE**

- 1. The price / bid offer quoted should be firm, final and clearly written / typed without any ambiguity.
- The bid price should include all the government taxes, as per prevailing taxation rates of provincial / federal / local governments etc. (e.g., SST/GST, Income Tax, Withholding Tax etc.).
- If there is no mention of taxes or calculation error, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the Income Tax / SST / GST or other taxes during the contract period shall be passed on to SIEHS.
- 4. The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price if required.

#### VALIDITY OF BIDS

All bids shall remain valid for 45 (Forty-Five) days from the date of opening of Technical proposal.



# ACCEPTANCE / REJECTION OF BID

A bid determined as non-responsive will be rejected and will not be made responsive by the bidder by correction of the non-conformity.

The bid shall be rejected if:

- 1. It is substantially non-responsive in a manner prescribed in this tender document.
- 2. It is against the Pakistani Laws, Rules, Regulations, Policies, Permits, Codes etc.
- 3. Bidder has conflict of interest with the SIEHS.
- 4. Bidder engages in corrupt or fraudulent practices in competing for Contract award.
- 5. Bidder tries to influence the bid evaluation / Contract award.
- 6. Bid submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
- 7. Unsigned, incomplete, partial, ambiguous, conditional, alternative, late
- 8. Any bidder encloses the financial bid within the technical bid, the same shall be rejected, as bids are invited according to the Single Stage Two Envelope Procedure
- 9. Qualified by vague and indefinite expression such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly
- 10. Without verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
- 11. Bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-2);
- 12. Bid submitted with shorter bid validity period
- 13. Bidder fails to meet the minimum evaluation criteria requirements
- 14. Bid not accompanied by the Bid Security (Earnest Money) of required amount and form
- 15. Bidder refuses to accept the corrected Total Bid Amount / Price
- 16. The Bidder has been blacklisted by any public or private sector organization
- 17. Bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations

# CANCELLATION OF BIDDING PROCESS

SIEHS tender committee:

- 1. May cancel the bidding process at any time prior to the acceptance of a bid or proposal.
- 2. Shall incur no liability towards the bidders.
- 3. Shall intimate the cancellation of bidding process immediately and upload a notice on the company website followed by prompt return of bid security.
- 4. Shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds.

#### AMENDMENT OF TENDER DOCUMENT

- a. At any time prior to the deadline for submission of bids, SIEHS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by issuing a note to the provided email address shared by the bidder.
- b. Any amendments thus issued shall form eternal part of the tender document. To offer bidders a reasonable timeframe for preparing revised bids, the SIEHS may at its discretion extend the deadline for submission of bids.

#### PERIOD OF CONTRACT

The period of contract will be followed by Lease Agreement.

#### DEADLINE FOR SUBMISSION OF BID

Bids must be received at the identified address no later than the time and date specified in the Bid Data Sheet.

#### SUBMISSION OF BIDS

Bids should be submitted in accordance with instructions shared in this document

#### Single Stage – Two Envelope Procedure.

- 1. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal
- 2. Envelopes shall be marked as "FINANCIAL PROPOSAL" and TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion
- 3. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- 4. Envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of SIEHS without being opened.
- 5. SIEHS shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements. No amendments in the technical proposal shall be permitted during the technical evaluation.
- 6. Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.



- 7. Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
- 8. The technical bid should contain all the relevant information and desired enclosures in the prescribed format. The financial Bid should contain only Financial Proposal and Bid Security. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- 9. Technical / Financial Bids should be submitted in sealed envelope. The inner and outer envelopes shall:
  - i. Be addressed to the SIEHS at the address given in the bidding documents
  - ii. Opened or e-mailed or faxed or telexed bids will not be accepted.
  - iii. Any bid received by the SIEHS after the date and time of tender opening will be rejected and returned as unopened to sender / bidder.
  - iv. Bids qualified by such vague and indefinite expression such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
  - v. Bidder shall comply with all Pakistani Laws, permits, codes and regulation applicable to the bidder's performance of services. Bid against the Government Rules and Policies, Conditional Bid, Ambiguous Bid or incomplete Bid and Bid without Bid Security will be rejected. No supplementary or revised offer after the opening of bids shall be entertained.
  - vi. In case of announcement of Public Holiday or any unfavorable circumstance, the bids will be opened on next working day. Other terms and conditions, venue and time for drop and opening will remain unchanged.
- vii. In case of discrepancies between the Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.
- viii. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the bid validity period specified in the bid document.

# **3-B POST BID SUBMISSION**

#### **OPENING OF BID**

1. The date for opening of bids and the last date for the submission of bids shall be as given in the bidding documents and in the tender advertisement. In case, the two dates are different, the date and time, given in the bidding documents shall apply



- All bids shall be opened publicly in the presence of all the bidders, or their representatives, who may choose to be present in person, at the time and place announced in the invitation to bid
- 3. The Tender committee shall read aloud the name of the bidder and total amount of each bid, and of any alternative bids if they have been permitted, shall be read aloud and recorded when opened;
- 4. All bidders in attendance shall sign an attendance sheet;
- All bids submitted after the time prescribed as well as those not opened and read out at bid opening, due to any procedural flaw, shall not be considered, and shall be returned without being opened;
- The official chairing Tender committee shall encircle the rates and all the members of Tender committee shall sign each and every page of financial proposal;
- 7. The Tender committee shall issue the minutes of the opening of the tenders and shall also mention over writing or cutting, if any

## **EVALUATION OF BIDS**

- 1. All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the bidding documents
- 2. For the purpose of comparison of bids quoted in different currencies, price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids specified in the bidding documents, as notified by the State Bank of Pakistan
- 3. 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 notice for invitation of bids.
- 4. Tender committee shall announce the results of bid evaluation in the form of a report giving reasons for acceptance or rejection of bids. The report shall be uploaded on SIEHS website and intimated to all the bidders through email at least three (3) working days prior to the award of contract.



#### **BID EVALUATION CRITERIA**

	Technical Evaluation Criteria – 60 marks					
Sr#	# Description Requirements / Marks		Maximum Marks			
1	Head Office / Establishment in Karachi	<ul> <li>Head office of the bidder with establishment / staff details (Postal address / Landline / Mobile phone number / email / website) details to be provided with a technical bid along with substantial evidence.</li> <li>Bidder's Head office in Karachi &amp; No of offices in province of Sindh 25 Nos. – 20 Marks</li> <li>Bidder's Head office in Karachi &amp; No of offices in province of Sindh 10 Nos. – 10 Marks</li> <li>Bidder's Head office in Karachi &amp; No of offices in province of Sindh 10 Nos. – 10 Marks</li> <li>Bidder's Head office in Karachi &amp; No of offices in province of Sindh 10 Nos. – 10 Marks</li> <li>Bidder's Head office in Karachi &amp; No of offices in province of Sindh 05 Nos. or less than 05 Nos. – 05 Marks</li> </ul>	20			
2	Annual Income Tax Returns of last 05 Years	05 Marks of 05 year GST/Income Tax Paid Returns	5			
За.	Vehicle Dealer Network for Type I	Minimum 06 Nos. of 3S repair & maintenance Facility /Workshop in province of Sindh – 15 Marks	15			
3 b.	Vehicle Dealer Network for Type II & Type III	Minimum 15 Nos. of 3S repair & maintenance Facility /Workshop in province of Sindh – 15 Marks	15			
4	Registration of Vehicle	Preferred HP marked registration	10			
5	Installation and administrative rights of Tracker	<ul> <li>Administrative rights &amp; Installation of Tracker by SIEHS – 10 marks</li> <li>Administrative rights with SIEHS &amp; Tracker install by lessor – 05 marks</li> </ul>	10			
		Total – Technical	60			
	Commercial Evaluation Criteria – 40 Marks           c         Quoted Rate (Minimum the Down Payment + KIBOR Rate         20					
6	20					
7	KIBOR Rate	<ul> <li>Fixed for 12 months – 15 marks</li> <li>Fixed for 06 months – 10 marks</li> </ul>	10			
8	Installment Terms	10				
-		Total	40			

#### Bidder must get minimum 70% marks on Technical Evaluation to qualify as per abovementioned criteria.

For the purposes of determining the best advantageous bid, facts other than price such as previous performances, previous experience, OEM Authorization, quality assurance, expertise, financial soundness and such other details as Sindh Integrated Emergency and Health Services, at its discretion, may consider appropriate will be taken into consideration.



#### CLARIFICATIONS / CORRECTIONS OF BID

To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response will be in writing via email and no change in the price or substance will be permitted.

Arithmetical errors will be rectified on the following basis:

- If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
- 2. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

#### PAYMENT TERMS

Payment terms will be decided with mutual understanding of both Lessor & Lessee at the time of lease agreement.

#### **RESOLUTION OF DISPUTES**

In the case of a dispute between the SIEHS Tender committee and the Bidder , the dispute shall initially be resolved by the Parties amicably within 7 days from the date of the dispute first arise. If the matter not resolved within seven days between the parties, the matter then referred to redressal committee

Any bidder being aggrieved by any act or decision of the Tender committee after the issuance of notice inviting tender may lodge a written complaint

The complaint redressal committee will announce its decision within seven days and intimate the same to the bidder within three working days.

#### **RIGHT TO VARY QUANTITIES AND SPLIT ORDER**

SIEHS reserves the right to increase and/or decrease the quantity and/or drop the any or multiple items/ services(s) originally specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ without any change in unit price or other terms and conditions during the contract period.



#### COST OF TENDERING

The bidder shall bear all costs associated with the preparation and submission of its documents, while SIEHS in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

#### THIRD PARTY SERVICES:

If required, will be the responsibility of the bidder. Sindh Integrated Emergency and Health Services will not be a party to any such agreement between the bidder and any of its vendors, sub-contractor, if so.

#### CANCELATION OF CONTRACT

If the successful bidder fails to provide the satisfactory services, the SIEHS shall be entitled with the option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. SIEHS shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

BID DATA SHEET				
Company name	Sindh Integrated Emergency & Health Services (SIEHS)			
Postal address / Head Office	Plot No. 43-15/K, Block 6, P.E.C.H.S, Karachi, Pakistan.			
Procurement Focal person	Muhammad Noor Ali			
Email address	procurement@siehs.org			
Contact number	021-111-111-823, Ext 2006, 2022			
Pricing mechanism	The price shall be fixed during the contract period.			
Bid validity	Bid validity period shall be 45 days after opening of technical proposal			
Deadline for bid submission	20-June-2022			
Date, Time and Place of Technical Bid opening	20-June-2022, 3PM at SIEHS Head Office (address mentioned above)			
Date, Time and Place of Financial Bid opening	21-June-2022, 3PM at SIEHS Head Office (address mentioned above)			



#### ANNEXURE – A: DOCUMENTS CHECKLIST

Bids will comprise of following documents to be included in two separate sealed envelopes:

S. No.	Description	Envelopes	Tick Mark	
1	Tender documents (company stamp on each page)			
2	Company Profile (services, company setup, offices & team structure)			
3	Customer Profile (clientele list with name, address, contact details and project details)			
4	Technical Proposal (scope of work, methodology, etc.)	Technical		
5	Proof of legal presence / registration of Company	Proposal		
6	Copies of NTN, GST and SRB certificates			
7	Photocopy of the Bid security after hiding the amount.			
8	Filled SIEHS vendor registration form			
9	Declaration of self-obligation (Annexure - C)			
10	Copy of last 3 year audited financial statement			
11	Copy of bank statement of last 3 year	Proposal		
12	Commercial proposal / Quotation			



#### ANNEXURE – C: DECLARATION OF SELF OBLIGATION

#### **Declaration of Self Obligation**

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

The Bidder shall provide the following declaration on Stamp paper of Rs 100:

"We underscore the importance of free, fair and competitive procurement process that precludes the fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any admissible advantages to any SIEHS employee or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also underscore the importance of adhering to minimum social standards and prevailing laws of Pakistan in the implementation of the project. We will inform our staff about their respective obligations and about their obligation to fulfill this declaration of undertaking and to obey the laws of the country of Pakistan".

**Company Stamp and Signature** 



#### Bid Format

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

### **Commercial proposal**

QUOTE -

DESCRIPTION OF LEASE	PERCENTAGE OF DOWN PAYMENT	KIBOR RATE	FINANCIAL INSTITUTION SPREAD	INSURANCE COVERAGE RATE	TIME REQUIRED FOR PROCESSING (Working Days)*
Pool Vehicle Type I					
Pool Vehicle Type II					
`Pool Vehicle Type III					

\*After completion of required documentation by SIEHS

The above rates are inclusive of all taxes/duties/delivery charges etc.

Validity of Offer: 60 Days from date of tender opening

Payment terms: \_\_\_\_\_\_ Delivery time: \_\_\_\_\_\_

**Company Stamp and Signature** 



## ANNEXURE "C"

DESCRIPTION	Vehicle Type I	Vehicle Type II	Vehicle Type III				
Performance							
Engine Displacement (cc)	900-1000CC (Petrol)	900-1000CC (Petrol)	1550-1600CC (Petrol)				
Transmission	5-Speed, Manual Transmission	5MT / Automatic	4 Speed Automatic				
Suspension (Front)	Macpherson independent	Front MacPherson strut with coil spring	Front MacPherson strut with coil spring				
Suspension (Rear)	Leaf spring dependent suspension	Rear Torsion beam with coil spring	Rear Torsion beam with coil spring				
Brakes	Front Disc Brakes / Rear Drum Brakes	Front Disc Brakes / Rear Drum Brakes <b>(ABS)</b>	ABS with EBD				
	Dim	iensions					
Length (mm)	3950-4000	3550-3700	4600-4800				
Width (mm)	1600-1650	1500-1600	1700-1800				
Height (mm)	1880-1900	1500-1600	14501500				
Ground Clearance (mm)	150-200	140-150	140-150				
	Interio	or & Safety					
Seating Capacity	6 Nos.	5	5				
SRS Airbags	No	Yes	Yes				
Air condition / Heater	Front and Rear A/c vents	Yes	Yes				
Power Steering	Yes	Yes	Yes				
Keyless Entry	Yes	Yes	Yes				
Central Locking	All doors	All doors	All doors				
Power Windows	Front	All	All				
Immobilizer	N/A	Yes	Yes				
Steering Lock	N/A	Yes	Yes				