



Tender Document

VEHICLE LEASE

TENDER NOTICE	3
COMPANY INTRODUCTION	4
INSTRUCTION TO BIDDERS	5
3-A PRE BID SUBMISSION	5
TENDER TIMELINES	5
CONTACT DETAILS	6
BUSINESS REQUIREMENT / SCOPE OF WORK.....	8
GENERAL TERMS & CONDITIONS FOR FURNITURE & FIXTURES	
CLARIFICATION / QUERIES ON TENDERING DOCUMENTS.....	8
BID PRICE	8
VALIDITY OF BIDS.....	8
BID SECURITY / EARNEST MONEY	ERROR! BOOKMARK NOT DEFINED.
ACCEPTANCE / REJECTION OF BID	9
FORFEITURE OF BID SECURITY.....	
CANCELLATION OF BIDDING PROCESS.....	9
AMENDMENT OF TENDER DOCUMENT	10
PERIOD OF CONTRACT	10
DEADLINE FOR SUBMISSION OF BID	10
SUBMISSION OF BIDS	10
3-B POST BID SUBMISSION	11
OPENING OF BID	11
EVALUATION OF BIDS.....	12
BID EVALUATION CRITERIA	
CLARIFICATIONS / CORRECTIONS OF BID.....	14
PENALTY	
PAYMENT TERMS.....	14
PERFORMANCE SECURITY.....	
REFUND OF PERFORMANCE SECURITY	ERROR! BOOKMARK NOT DEFINED.
FORFEITURE OF PERFORMANCE SECURITY.....	
APPLICABLE LAW	ERROR! BOOKMARK NOT DEFINED.
RESOLUTION OF DISPUTES.....	14
RIGHT TO VARY QUANTITIES AND SPLIT ORDER	14
COST OF TENDERING	15
THIRD PARTY SERVICES:.....	15
CANCELATION OF CONTRACT	15
BID DATA SHEET	
ANNEXURE – A: DOCUMENTS CHECKLIST	16
ANNEXURE – B: AFFIDAVIT FOR NON-BLACKLISTING OF FIRM	
ANNEXURE – C: DECLARATION OF SELF OBLIGATION	17
QUOTE –	18

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.
2. 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.).
3. 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

2. 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;
5. 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;
6. 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	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. <ul style="list-style-type: none"> • Bidder's Head office in Karachi & No of offices in province of Sindh 25 Nos. – 20 Marks • Bidder's Head office in Karachi & No of offices in province of Sindh 10 Nos. – 10 Marks • Bidder's Head office in Karachi & No of offices in province of Sindh 05 Nos. or less than 05 Nos. – 05 Marks 	20
2	Annual Income Tax Returns of last 05 Years	05 Marks of 05 year GST/Income Tax Paid Returns	5
3 a.	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 style="list-style-type: none"> • Administrative rights & Installation of Tracker by SIEHS – 10 marks • Administrative rights with SIEHS & Tracker install by lessor – 05 marks 	10
Total – Technical			60
Commercial Evaluation Criteria – 40 Marks			
6	Quoted Rate (Minimum the Down Payment + KIBOR Rate + Financial Institution Spread + Insurance Coverage Rate		20
7	KIBOR Rate	<ul style="list-style-type: none"> • Fixed for 12 months – 15 marks • Fixed for 06 months – 10 marks 	10
8	Installment Terms	<ul style="list-style-type: none"> • 15 days credit – 15 marks • Monthly Advance – 10 marks • Quarterly Advance – 05 marks 	10
-	Total		40

Bidder must get minimum 70% marks on Technical Evaluation to qualify as per above-mentioned 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:

1. 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)	Technical Proposal	
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.)		
5	Proof of legal presence / registration of Company		
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)	Commercial Proposal	
10	Copy of last 3 year audited financial statement		
11	Copy of bank statement of last 3 year		
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 (ABS)	ABS with EBD
Dimensions			
Length (mm)	3950-4000	3550-3700	4600-4800
Width (mm)	1600-1650	1500-1600	1700-1800
Height (mm)	1880-1900	1500-1600	1450--1500
Ground Clearance (mm)	150-200	140-150	140-150
Interior & 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