

**PAKISTAN COUNCIL OF RESEARCH IN WATER RESOURCES
MINISTRY OF WATER RESOURCES
GOVERNMENT OF PAKISTAN**



TENDER DOCUMENT

FOR

**“Hiring of Service for Repair and Maintenance of Vehicles
and Provision of Vehicles on Rental Basis”**

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INVITATION FOR BIDS

INVITATION FOR BIDS
(E-Bidding through EPADS)
National Competitive Bidding (Single Stage Two Envelope)

Pakistan Council of Research in Water Resources (PCRWR) working under Ministry of Water Resources (MoWR), Government of Pakistan invites sealed bids from the reputed firms/companies registered with Federal Board of Revenue (FBR) and Sindh Revenue Board (SRB) for Hiring of Vehicles on rental basis (with/without driver, with/without fuel) for official and operational usage for the period ending on **30th June, 2027** (extendable) in as per the following specifications/ requirements and for Complete Repair and Maintenance of Official Vehicles. The Details are as under:

“HIRING OF SERVICE FOR REPAIR AND MAINTENANCE OF VEHICLES AND PROVISION OF VEHICLES ON RENTAL BASIS”		Required Quantity/ Budget
S.N	Description of Procurement	
	Lot 1: HIRING OF VEHICLES ON MONTHLY RENTAL BASIS	
1.1	Hiring of Vehicles on Monthly Rental Basis Double Cabin 4x4 full time, with/without driver and with/without Fuel. Model 2015 or above. Cost Must Include Driver's Charges with its Accommodation and Food etc and all other applicable cost. The Vehicles will be utilized in all Over Sindh province	02 Nos (Budget 1.2 Million PKR per month)
1.2	Hiring of Vehicles on Monthly Rental Basis CAR model 2017 and or above full time, with/without driver and with/without Fuel. Cost Must Include Driver's Charges with its Accommodation and Food etc and all other applicable cost). The Vehicles will be utilized in all Over Sindh province	02 Nos (Budget 0.8 Million PKR per month)
	LOT 2: COMPLETE REPAIR AND MAINTENANCE OF OFFICIAL VEHICLES	
2.1	Hyundai Shehzore Pickup (2006 Model) The successful bidder shall be responsible for the complete repair, rehabilitation, replacement, installation, testing and commissioning of the Hyundai Shehzore Pickup (2006 Model). The scope of work shall include the supply and installation of a brand-new engine, complete repair/overhaul of all mechanical, electrical, steering, suspension, braking, cooling, fuel and exhaust systems, complete rewiring, supply of new tyres, replacement of all defective components, complete body restoration, fabrication of a new cargo carriage with steel floor and iron hood, interior refurbishment, full body painting, testing and commissioning to deliver the vehicle in a fully functional and roadworthy condition.	01 No (Budget 1 Million PKR)
2.2	KIA Sportage Jeep (2005 Model, 1998 cc Turbo Diesel) The successful bidder shall be responsible for the complete repair, rehabilitation, replacement, installation, testing and commissioning of the KIA Sportage Jeep (2005 Model, 1998 cc Turbo Diesel). The scope of work shall include the supply and installation of a brand-new turbo diesel engine, complete repair/overhaul of all mechanical, electrical, transmission, turbocharging, steering, suspension, braking, cooling, fuel, exhaust and HVAC systems, complete rewiring, supply of new tyres,	01 No (Budget 1.5 Million PKR)

	replacement of all defective components, complete body and interior restoration, full body painting, testing and commissioning to deliver the vehicle in a fully functional, safe and roadworthy condition.	
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1. Regional Director, PCRWR Regional Office Karachi, invites E-bids through EProcurement (EPADS) under PPRA Rules, for the above mentioned scope of work from eligible bidders.
2. Bidding shall be conducted through E-Procurement (Open Competitive Bidding Single Stage Two Envelop) procedure and is open to all eligible bidders as defined in the bidding document.
3. Interested and registered eligible bidders on E-PADS may obtain bidding documents from EPADS, PPRA and PCRWR website (www.pcrwr.gov.pk) respectively.
4. Interested and registered eligible bidder can participate through E-Procurement (EPADS) (<https://eprocure.gov.pk/#/auth/login>).
5. The fixed bid security/earnest money, for **Lot 1** is **PKR 100,000/-** (Rupees One Hundred Thousand Only) and for **Lot 2** is **Rs. 125,000/-** (Rupees One Hundred and Twenty Five Thousand Only) marked above in the shape of Pay Order/Demand Draft in favor of Regional Director, PCRWR, Karachi along with bid documents should be uploaded through EPADS (scanned copy) and hard copy must be submitted physically at PCRWR Regional Office Karachi not later than **11:00 am, 10th August 2026**. No bid shall be accepted without tender fee. The Bid Security should be submitted separately for each Lot(s).
6. E-bids will be opened on **10th August 2026 at 11:30 am** in the presence of bidders or their representatives at PCRWR Regional Office Karachi. If bid closing/opening date falls on local/national holiday, the date of bid closing/opening shall be the next working day on the same time and venue.
7. Bidders are required to submit two separate sealed envelopes containing (i) Technical Proposal and (ii) Financial Proposal, along with the Bid Security in the form of Demand Draft/Pay Order submitted separately in another sealed envelope, clearly marked accordingly, before the bid opening time at the address specified in the bidding documents.
8. Bids not complying with the requirements shall be rejected being nonresponsive. Alternate proposals and / or conditional bids shall be considered non-responsive.
9. Bids which are incomplete, not E-bids through EPADS, not signed and / or not stamped, late or submitted by other than specified mode will be rejected.
10. The contract for each Lot shall be awarded to the bidder who meets all technical and financial evaluation criteria.

Dr. Ghulam Murtaza
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INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

(Note: These Instructions along with Bidding Data will not be part of Contract and will cease to have effect once the Contract is signed).

A. GENERAL

IB.1 Scope of Tender

1.1 Scope of Tender

The Regional Director / Project Director, PCRWR (hereinafter referred to as **“the Employer”**), as defined in the Tendering Data, invites sealed bids for the **“Hiring of Service for Repair and Maintenance of Vehicles and Provision of Vehicles on Rental Basis”** as outlined in the Tendering Data. The firms or individuals submitting bids shall hereinafter be referred to as **“the Tenderers.”**

Tenderers should quote for the work specified with its unit rate and its total rate with all Applicable Taxes.

The bids must be quoted in Pak Rupees and submitted to the undersigned by **10th August 2026.**

The tenders will be opened on the same date at 1130 hrs.

IB.2 Source of Funds

- 2.1 The PCRWR have arranged funds from PHED funded project “ADP Scheme # 3478/2024-25 "Survey of Groundwater Quality & Quantity and Mapping All over Sindh”.

IB.3 Eligible Tenderers

- 3.1 Tendering is open to all eligible firms and individuals possessing NTN license and active registration with the Federal Board of Revenue (FBR) and Sindh Revenue Board (SRB). Applicants must demonstrate adequate financial and technical capacity, along with relevant experience to complete the procurement on time as per stipulated in tender.

IB.4 One Bid per Bidder

- 4.1 Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant to Clause IB.16) will be disqualified.

IB.5 Cost of Bidding/Tendering

- 5.1 The tenderer shall bear all costs associated with the preparation and submission of its tender and PCRWR will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process

B. TENDER DOCUMENTS

IB.7 Contents of Tender Documents

- 7.1 The Bidding Documents, in addition to invitation for bids, are those stated below and should be read in conjunction with any Addenda issued in accordance with Clause IB.9.
1. Instructions to Tenderers & Tendering Data
 2. Forms of Tender
 3. Standard Forms:
 - (i) Form of Performance Security
 - (ii) Form of Contract Agreement
 4. Integrity Pact
 5. Specification
- 7.2 The bidders are expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of bid submission will be at the Bidder's own risk. Pursuant to Clause IB.26, bids which are not substantially responsive to the requirements of the Bidding Documents will be rejected.

IT.8 Clarification of Tender Documents

- 8.1 A prospective tenderer requiring any clarification(s) in respect of the Tender Documents may notify the Regional Director, PCRWR against subject **"Hiring of Service for Repair and Maintenance of Vehicles and Provision of Vehicles on Rental Basis"** at the address indicated in the Tendering Data.
- 8.2 The Regional Director, PCRWR will respond to any request for clarification which it receives earlier than 10 days prior to the deadline for the submission of tenders. Copies of the response will be forwarded to all prospective tenderers, at least 5 days prior to dead line for submission of Tenders, who have received the Tender Documents including a description of the enquiry but without identifying its source.

IB.9 Amendment of Tender Documents

- 9.1 At any time prior to the deadline for submission of tenders, the Regional Director/ Project Director, PCRWR, Karachi may for any reason, whether at his own initiative or in response to a clarification requested by a respective tenderer, modify the Tender Documents by issuing addendum.
- 9.2 Any addendum thus issued shall be part of the Tender Documents pursuant to Sub-Clause 7.1 hereof, and shall be communicated in writing to all purchasers of the Tender Documents. Prospective tenderers shall acknowledge receipt of each addendum in writing to the Regional Director /Project Director, PCRWR, Karachi
- 9.3 To afford prospective tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Regional Director /Project Director, PCRWR may extend the deadline for submission of tenders. Clause IB.20

C. PREPARATION OF TENDERS

IB.10 Language of Tender

- 10.1 The tender prepared by the tender and all correspondence and documents relating to the Tender, exchanged by the tenderer and the Regional Director /Project Director, PCRWR, shall be written in the English language, provided that any printed literature furnished by the tenderer may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Tender, the English translation shall govern.

IB.11 Documents Comprising the Tender

- 11.1 The tender prepared by the tenderer shall comprise the following components:
 - (a) Covering Letter
 - (b) Form of Tender duly filled, signed and sealed, in accordance with Clause IB.18.3.
 - (c) Tender Security furnished in accordance with Clause IB.15.
 - (d) Power of Attorney in accordance with Clause IB 18.5.
 - (e) Documentary evidence in accordance with Clause IB.11
 - (f) Documentary evidence in accordance with Clause IB.I2.
- 11.2 Pursuant to Clause IB.11, the tenderer shall furnish, as part of its tender, documents establishing the tender's eligibility to tender and its qualifications to perform the Contract if its tender is accepted.
- 11.3 Tenderer must possess and provide evidence of the experience as stipulated in Tendering Data.
- 11.4 The documentary evidence of the Works' conformity to the Tender Documents may be in the form of literature, drawings and data and shall furnish

documentation as set out in Tendering Data.

IB.12 Tender Prices

- 12.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole of the Works as described in Sub-Clause 1.1 hereof, based on the unit rates and / or prices submitted by the bidder.
- 12.2 The bidders shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by a bidder will not be paid for by the PCRWR when executed and shall be deemed covered by rates and prices for other items in the Bill of Quantities.
- 12.3 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the tenderer shall remain fixed during the tenderer's performance of the Contract and not subject to variation on any account.
- 12.4 The tenderer shall note that standards for material and equipment, and references to brand names or catalogue numbers, designated by the Employer in the Technical Provisions are intended to be descriptive only and not restrictive.

IB.13 Currencies of Bid and Payment

- 13.1 The unit rates and prices in the Schedule of Prices shall be quoted by the tenderer in the currency as stipulated in Tendering Data.
- 13.2 **The tenderer will provide the total cost indicating all applicable taxes.**

IB.14 Tender Validity

- 14.1 Tenders shall remain valid for the period of **150 days** as stipulated in the Tendering Data after the date of tender opening.

IB.15 Tender Security

- 15.1 Each tenderer shall furnish, as part of his tender, a fixed Tender Security for **Lot 1 is PKR 100,000/-** (Rupees One Hundred Thousand Only) and for **Lot 2 is Rs. 125,000/-** in Pak. Rupees in the form of a Bank Guarantee issued by a Scheduled Bank in Pakistan in favor of the Employer valid for a period **28 days** beyond the tender validity date. Bid Security must be given separately for each Lot applied.
- 15.2 Any tender not accompanied by an acceptable Tender Security shall be rejected by the Employer as non-responsive.
- 15.3 The tender securities of unsuccessful tenderers will be returned upon award of contract to the successful tenderer or on the expiry of validity of Tender Security whichever is earlier.

- 15.4 The Tender Security of the successful tenderer will be returned when the tenderer has furnished the required Performance Security, pursuant to Clause IB.32 and signed the Contract Agreement, pursuant to Clause IB.33.1.
- 15.5 The Tender Security may be forfeited:
- (a) if a tenderer withdraws his tender during the period of tender validity;
 - (b) if a tenderer does not accept the correction of his Tender Price, pursuant to Clause IB 27.1 hereof; or
 - (c) in the case of a successful tenderer, if he fail to:
 - (i) Furnish the required Performance Security in accordance with Clause IB.32, or
 - (ii) Sign the Contract Agreement, in accordance with Clause IB.33.1

IB.18 Format and Signing of Bid

- 18.1 Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.
- 18.2 All appendices to Bid are to be properly completed and signed.
- 18.3 No alteration is to be made in the Form of Bid nor in the Appendices thereto except in filling up the blanks as directed. If any such alterations be made or if these instructions be not fully complied with, the bid may be rejected.
- 18.4 Each bidder shall prepare by filling out the forms completely and without alterations one (1) original and number of copies, specified in the Bidding Data, of the documents comprising the bid as described in Clause IB.7 and clearly mark them “**ORIGINAL**” and “**COPY**” as appropriate. In the event of discrepancy between them, the original shall prevail.
- 18.5 The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder pursuant to Sub- Clause 11.1(a) hereof. **All pages of the bid shall be initialed and stamped by the person or persons signing the bid.**
- 18.6 The bid shall contain no alterations, omissions or additions, except to comply with instructions issued by the Regional Director/Project Director, PCRWR or as are necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 18.8 Bidders should retain a copy of the Bidding Documents as their file copy.

D-SUBMISSION OF TENDER

IB.19 Sealing and Marking of Bids

19.1 Each bidder shall submit his bid as through EPADS as under:

- (a) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
- (b) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in Sub- Clause 19.2 hereof.

19.2 The inner and outer envelopes shall:

- (a) Be addressed to the Employer at the address provided in the Bidding Data
- (b) Bear the name and identification number of the contract as defined in the Bidding Data; and
- (c) Provide a warning not to open before the time and date for bid opening, as specified in the Bidding Data.

19.3 In addition to the identification required in Sub- Clause 19.2 hereof, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to Clause IB.21

19.4 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

IB.20 Deadline for Submission of Bids

20.1 Bids must be received by the Employer no later than the time and date stipulated in the Bidding Data.

20.2 The Employer may, at his discretion, extend the deadline for submission of bids by issuing an amendment in accordance with Clause IB.9, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

IB.21 Late Bids

- 21.1 (a) Any bid received by the Employer after the deadline for submission of bids prescribed in Clause IB.20 will be returned unopened to such bidder or will be rejected.

IB.22 Modification, Substitution and Withdrawal of Bids

- 22.1 Any bidder may modify, substitute or withdraw his bid after bid submission provided that the modification, substitution or written notice of withdrawal is received by the Employer prior to the deadline for submission of bids.
- 22.2 The modification, substitution, or notice for withdrawal of any bid shall be prepared, sealed, marked and delivered in accordance with the provisions of Clause IB.19 with the outer and inner envelopes additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL” as appropriate.
- 22.3 No bid may be modified by a bidder after the deadline for submission of bids except in accordance with Sub-Clauses 22.1 and 27.2.
- 22.4 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security in pursuance to Clause IB.15.

E. TENDER OPENING AND EVALUATION

IB.23 Tender Opening

- 23.1 The Regional Director/Project Director, PCRWR will open the tenders, in the presence of tenderers' representatives who choose to attend, at the time, date and location stipulated in the Tendering Data.
- 23.2 (a) The tenderer's name, Tender Prices, any discount, the presence or absence of Tender Security, and such other details as the Employer at its discretion may consider appropriate, will be announced by the Regional Director /Project Director, PCRWR at the tender opening.

(b) Any Tender Price or discount which is not read out and recorded at tender opening will not be taken into account in the evaluation of tender.

IB.24 Process to be Confidential

- 24.1 Subject to Clause IB 25.1 heretofore, no tenderer shall contact the PCRWR on any matter relating to its Tender from the time of the Tender opening to the time the Contract is awarded.
- 24.2 Any effort by a tenderer to influence Regional Director/Project Director PCRWR in the Tender evaluation, Tender comparison or Contract Award decisions may result in the rejection of his Tender.

IB.25 Clarification of Bids

- 25.1 To assist in the examination, evaluation and comparison of Tenders the

Regional Director/Project Director, PCRWR may at its discretion ask the tenderer for a clarification of its Tender. The request for clarification and the response shall be in writing and no change in the price or substance of the Tender shall be sought, offered or permitted.

IB.26 Examination of Bids and Determination of Responsiveness

- 26.1 (a) Prior to the detailed evaluation, the Regional Director/Project Director, PCRWR will determine the substantial responsiveness of each tender to the Tender Documents. For purpose of these Clauses, a substantially responsive tender is one which conforms to all the terms and conditions of the Tender Documents without material deviations. It will include determining the requirements listed in Tendering data.

IB.27 Correction of Errors

- 27.1 Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the 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 discrepancy between the Total Tender price entered in Form of Tender and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Tender will be corrected by the PCRWR in accordance with the Corrected Schedule of Prices.

If the tenderer does not accept the corrected amount of Tender, his Tender will be rejected and his Tender Security forfeited.

- 27.2. A Tender determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the tenderer by correction of the non-conformity.
- 27.3 Any minor informality or non-conformity or irregularity in a Tender which does not constitute a material deviation may be waived by the Regional Director /Project Director, PCRWR provided such waiver does not prejudice or affect the relative ranking of any other tenderers.

IB.28 Evaluation and Comparison of Bids

- 28.1 The Tender Evaluation Committee PCRWR will evaluate and compare only the tenders previously determined to be substantially responsive pursuant to Sub-clauses IB 26.1 and 27.2 to 27.3 as per requirements given hereunder. Tenders will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Tender Price pursuant to Sub-Clause 28.2 herein below.

- (a) Technical Evaluation

It will be examined in detail whether the items offered by the tenderer complies with the Technical Provisions of the Tender Documents. For this purpose, the tenderer's data submitted will be compared with technical

features/criteria of the Tendering Data detailed in the Technical Provisions. Other technical information submitted with the tender regarding the Tendering Data will also be reviewed.

(b) Commercial Evaluation

It will be examined in detail whether the tenders comply with the commercial/contractual conditions of the Tender Documents. It is expected that no major deviation/stipulation shall be taken by the tenderers.

28.2 Evaluated Tender Price

In evaluating the tenders, the Regional Director/ Project Director, PCRWR will determine for each tender in addition to the Tender Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Tender Price:

- (i) Making any correction for errors pursuant to Sub-Clause 26.1 & 27.1 hereof.
- (ii) making an appropriate price adjustment for any other acceptable variation or deviation.
- (iii) Making an appropriate price adjustment for Deviations in terms of Payments (if any and acceptable to Tender Evaluation Committee PCRWR).

28.3 Evaluation Methods

Pursuant to Sub-Clause 28.2, Para (ii), and (iii) following evaluation methods will be followed:

- **Technical soundness (60%) 100 Marls**

Lot-I: Hiring of Vehicles on Monthly Rental Basis

Marks shall be awarded based on the bidder's overall technical capability, relevant experience, availability of the required fleet, financial and operational capacity, and ability to provide and manage vehicles on monthly rental basis in accordance with the tender requirements. The bidder shall submit documentary evidence, including copies of relevant work orders/contracts, completion/performance certificates, registration documents of the vehicles (where applicable), and evidence of having successfully provided vehicle rental services to Government Departments, Autonomous Bodies, Semi-Government Organizations, Public Sector Organizations, International Organizations and reputable Private Organizations.

Lot-II: Repair, Rehabilitation & Maintenance of Official Vehicles

Marks shall be awarded based on the bidder's overall technical

capability, relevant experience, availability of workshop facilities, qualified technical manpower, availability of tools and equipment, and capacity to successfully undertake the complete repair, rehabilitation, maintenance and restoration of official vehicles, including engine replacement, mechanical, electrical, transmission, suspension, steering, braking, body fabrication, denting, painting, testing and commissioning. The bidder shall submit documentary evidence, including copies of relevant work orders/contracts, completion/performance certificates, workshop details, list of tools and equipment, and details of technical personnel.

- **Financial (40%)**

- a. Lowest price submitted:100 marks
- b. 2ndlowest price submitted: 90 marks
- c. 3rd lowest price submitted:80 marks
- d. Further lowest bidder will be ranked with 10 less marks in descending order

The tenderer/ bidder will provide past performance of the last **5 years** along with supporting documents (work orders and performance/completion certificates) and current commitments for technical scrutiny.

(i) Price Adjustment for Technical Compliance

The cost of making good any deficiency resulting from technical noncompliance will be added to the Corrected Total Tender Price for comparison purposes only. The adjustments will be applied taking the highest price quoted by other tenderers being evaluated in detail in their original Tenders for corresponding item. In case of non-availability of price from other tenderers, the price will be estimated by Project Director.

(ii) Price Adjustment for Commercial Compliance

The cost of making good any deficiency resulting from any quantifiable variations and deviations from the Tender Schedules and Conditions of Contract, as determined by Project Director will be added to the Corrected Total Tender Price for comparison purpose only. Adjustment for commercial compliance will be added to the Corrected Total Tender Prices.

(iii) Price Adjustment for Deviation in Terms: If Payments Refer to Tendering Data

F. AWARD OF CONTRACT

IB.29 Award Criteria

- 29.1 Subject to Sub-clause IB 30 and IB.34, the Regional Director/Project Director, PCRWR will award the Contract to the tenderer whose tender has been determined to be substantially responsive to the Tender Documents fulfilling all technical specification and who has offered the lowest evaluated Tender Price, provided that such tenderer has been determined to be qualified to satisfactory perform the Contract in accordance with the provisions of Clause IB.3 and qualify pursuant to Sub-Clause IB 29.2.
- 29.2 In the absence of pre-qualification, the Regional Director/Project Director, PCRWR will determine to its satisfaction whether the substantially responsive, fulfilling technical requirements and is the lowest evaluated tenderer is qualified to satisfactorily perform the Contract.
- 29.3 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderer's qualifications submitted under Clause IB.11, as well as such other information as the Regional Director/ Project Director PCRWR deems necessary and appropriate

IB.30 Employer's Right to accept any Bid and to reject any or all Bids

- 30.1 Notwithstanding Sub-clause IB.29 the Regional Director/ Project Director PCRWR reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders, at any time prior to award of Contract, without thereby incurring any liability to the affected tenderers or any obligation to inform the affected tenderers of the grounds for the PCRWR action.

IB.31 Notification of Award

- 31.1 Prior to expiration of the period of tender validity prescribed by the PCRWR, the PCRWR will notify the successful tenderer in writing ("Letter of Acceptance") that *his/her* tender has been accepted.

IB.33 Signing of Contract Agreement

- 33.1 Within 14 days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the PCRWR will send the successful tenderer the Form of Contract Agreement provided in the Tender Documents, incorporating all agreements between the parties.

IB.34 General Performance of the Bidders

The Employer reserves the right to obtain information regarding performance of the bidders on their previously awarded contracts/works. The Employer

may in case of consistent poor performance of any Bidder as reported by the employers of the previously awarded contracts, interalia, reject his/her bid and/or refer the case to the Pakistan Engineering Council (PEC). Upon such reference, PEC in accordance with its rules, procedures and relevant laws of the land take such action as may be deemed appropriate under the circumstances of the case including black listing of such Bidder and debarring him from participation in future bidding for similar works.

IB.35 Integrity Pact

The Bidder shall sign and stamp the Integrity Pact provided to Bid in the Bidding Documents for all Federal Government procurement contracts exceeding Rupees ten million. Failure to provide such Integrity Pact shall make the bidder non-responsive.

IB.36 Instructions not Part of Contract

Bids shall be prepared and submitted in accordance with these Instructions which are provided to assist bidders in preparing their bids, and do not constitute part of the Bid or the Contract Documents.

TENDERING DATA

Tendering Data

SCOPE OF WORK

Lot 1: Hiring of Vehicles on Monthly Rental Basis

The successful bidder shall provide vehicles on monthly rental basis for the official use of Pakistan Council of Research in Water Resources (PCRWR), Regional Office Karachi, in accordance with the specifications, terms and conditions of the bidding documents. The vehicles shall remain available on a full-time basis throughout the contract period and shall be deployed for official duties anywhere within Sindh Province. The scope of work shall include, but not be limited to, the following:

1. The contractor shall provide the required number and type of vehicles as specified in the Bill of Quantities (BOQ). All vehicles shall be registered with the relevant authorities, possess valid registration documents, route permits (where applicable), fitness certificates, and comprehensive insurance throughout the contract period.
2. The vehicles shall be in excellent mechanical and roadworthy condition, properly maintained, clean, and suitable for continuous field operations. Vehicles shall comply with all specifications prescribed in the bidding documents.
3. The contractor shall be responsible for all preventive and corrective maintenance, routine repairs, replacement of spare parts, batteries, tyres, electrical and mechanical repairs, suspension, braking system, transmission, engine repairs, body repairs, painting, registration renewal, insurance, taxes, and all other expenses necessary to keep the vehicles in safe and uninterrupted operating condition.
4. However, the cost of scheduled vehicle servicing, engine oil change, engine oil filter, air filter, A/C filter, wheel alignment, wheel balancing, and tyre puncture repair shall be borne by the Procuring Agency and shall not be included in the quoted monthly rental rates.
5. For vehicles hired on a monthly rental basis, the Procuring Agency will provide POL/CNG/Fuel (where applicable) and driver arrangements where the vehicle is hired without a driver. Where the vehicle is hired with a driver, the contractor shall be responsible for payment of the driver's salary, accommodation, food, allowances, and all statutory obligations.
6. The contractor shall ensure uninterrupted availability of the vehicles during the contract period. In case of mechanical failure, accident, or any other reason rendering a vehicle unavailable, the contractor shall provide a replacement vehicle of equal or higher specifications within 12 hours without any additional cost to PCRWR.
7. The contractor shall ensure that all drivers (where applicable) possess valid driving licences, adequate experience, and maintain proper conduct while performing official duties.

8. The vehicles may be deployed anywhere within Sindh Province, including urban, rural, and remote project locations, as directed by PCRWR.
9. PCRWR reserves the right to inspect the vehicles at any stage before or during the contract period. Any vehicle found not conforming to the required specifications or found in poor mechanical condition may be rejected, and the contractor shall immediately replace such vehicle at no additional cost.
10. The contractor shall comply with all applicable Federal and Provincial laws, traffic regulations, labour laws, and safety requirements during the execution of the contract.

Terms and Conditions

1. For vehicles hired on a monthly rental basis, PCRWR shall provide POL/CNG/Fuel and, where applicable, arrange the driver in accordance with the work order. For vehicles hired on a daily rental basis, the contractor shall provide the vehicle complete with fuel and driver. The contractor shall remain responsible for all preventive and corrective maintenance, repairs, replacement of defective parts, and maintaining the vehicle in roadworthy condition throughout the contract period.
2. All vehicles shall remain comprehensively insured throughout the contract period. In the event of any accident, theft, damage, or legal proceedings involving the vehicle, the contractor shall be solely responsible for settlement of claims and liaison with the insurance company and other concerned authorities.
3. PCRWR shall not be responsible for any loss, damage, theft, delay, or interruption arising from security situations, law and order conditions, natural disasters, adverse weather, strikes, road closures, or any other unforeseen circumstances.
4. All applicable Federal and Provincial taxes, duties, levies, and withholding taxes shall be deducted from the contractor's bills in accordance with the prevailing Government rules and regulations.
5. Payment shall be processed on a monthly basis upon submission of verified invoices, attendance/utilization records, and other supporting documents as required by PCRWR. Payments shall be made through crossed cheque or electronic bank transfer, subject to completion of all contractual formalities.
6. The quoted monthly and/or daily rental rates shall remain firm and fixed throughout the entire contract period. No escalation, revision, or price adjustment on any account whatsoever shall be entertained. Any request for revision of rates may constitute sufficient grounds for appropriate action under the contract, including forfeiture of the Bid Security or Performance Security, as applicable.
7. Whenever required by PCRWR, the contractor shall arrange and deploy the required vehicle(s) in any district or city of Sindh within 12 hours of receiving the request. For daily rental services, the vehicle shall be provided complete with driver and fuel.

8. Any bid containing erasures, overwriting, unauthorized alterations, cutting, or manipulation that affects the substance of the proposal may be rejected by the Procuring Agency.
9. The contractor shall immediately replace any vehicle that becomes unserviceable, unsafe, or unavailable during the contract period with another vehicle of the same or higher category without any additional financial liability to PCRWR.
10. Failure to comply with any provision of the bidding documents or the terms of the agreement may result in imposition of penalties, termination of the contract, forfeiture of the Performance Security, and any other action permissible under the applicable PPRA Rules and the contract.

Lot 2 : Repair, Rehabilitation & Maintenance of Official Vehicles

1. The successful bidder shall be responsible for the complete repair, rehabilitation, restoration, replacement, installation, testing and commissioning of the official vehicles of Pakistan Council of Research in Water Resources (PCRWR), Regional Office Karachi, in accordance with the specifications, Bill of Quantities (BOQ), and terms and conditions of the bidding documents. The objective of the contract is to restore the vehicles to a fully functional, safe and roadworthy condition. The scope of work shall include, but shall not be limited to, the following:
2. The contractor shall carry out complete repair, rehabilitation and restoration of the vehicles specified in the BOQ, including all mechanical, electrical, body, interior and exterior works necessary to restore the vehicles to their original operating condition.
3. The contractor shall supply, install, test and commission all replacement parts, assemblies and accessories specified in the BOQ, including brand-new engines where required. All parts shall be new, genuine or OEM-equivalent and free from manufacturing defects.
4. The scope of work shall include repair/replacement of engine, transmission, driveline, steering, suspension, braking, cooling, fuel, exhaust, turbocharging system (where applicable), electrical wiring, charging and starting systems, HVAC system (where applicable), dashboard, instrument cluster, seats, upholstery, body components, chassis, cargo carriage, iron hood, glazing, lighting system and all associated accessories required to restore the vehicles to full operational condition.
5. The contractor shall perform denting, welding, rust removal, anti-rust treatment, fabrication works, complete body painting, wheel alignment, wheel balancing, road testing, tuning, diagnostics, cleaning and detailing as required.
6. All consumables, lubricants, oils, coolants, filters, hoses, belts, seals, fasteners, welding materials, paints and incidental items necessary for satisfactory completion of the work shall be included in the quoted rates.
7. All dismantled or replaced components shall be handed over to PCRWR after completion of the work.
8. The contractor shall complete all works within the stipulated completion period and shall provide the prescribed warranty on workmanship and supplied parts in accordance with the bidding documents.

9. PCRWR reserves the right to inspect the vehicles during repair and prior to final acceptance. Any work or material found not conforming to the specifications shall be rectified or replaced by the contractor without any additional cost.
10. The contractor shall comply with all applicable Federal and Provincial laws, environmental regulations, labour laws and safety requirements during execution of the contract.

FINANCIAL PROPOSAL

Lot- 1 : Hiring of Vehicles on Rental Basis

S.No	Type of Vehicle and its description such as make, model, capacity and color etc.	Monthly Rent (PKR) Including all Taxes		Daily Rent (PKR) Including all Taxes	
		Without Fuel & Without Driver including maintenance, taxes etc	With Fuel & With Driver including maintenance, taxes etc	Without Driver & without Fuel (Per Km Charges) including maintenance, taxes etc	With Driver & With Fuel (Per Km Charges) including maintenance, taxes etc
1.					
2.					

- The Given Rates Should be valid for the project period till 30th June 2027 which is extendable (max 01 year) subject to project extension. Rates quoted by Bidder will not be changed or increased during the extension period.
- The prices shall be inclusive of all charges and entire applicable taxes/ duties in accordance with the laws of Islamic Republic of Pakistan

Lot-2: Complete Repair and Maintenance of Official Vehicles

S.No.	Description	Unit	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
1.	Make: Hyundai Model: Shehzore Pickup Year of Manufacture: 2006 Horsepower/ CC: 2600 CC Color: Swan White	01	Job		
	A. ENGINE & POWERTRAIN				
1.10	Supply, installation, testing and commissioning of one (01) new complete diesel engine of Hyundai Shehzore Pickup (2006 Model), including cylinder block, cylinder head, crankshaft, camshaft, pistons, connecting rods, oil pump, timing assembly, injectors, fuel pump (where applicable), intake and exhaust manifolds, engine mounting brackets, flywheel, all sensors, belts, pulleys and all standard accessories complete in all respects.				
1.11	Supply and replacement of all engine consumables including engine oil, oil filter, fuel filter, air filter, coolant, belts, hoses, clamps, seals and gaskets required for installation and commissioning.				
1.12	Repair/overhaul of clutch and transmission system including clutch plate, pressure plate, release bearing, pilot bearing, gearbox inspection/repair, gear lever mechanism, differential, propeller shaft, universal joints, centre bearing, axle shafts and replacement of all defective components.				
	B. COOLING & FUEL SYSTEM				
1.13	Repair/replacement of complete cooling system including radiator, radiator fan, fan motor, thermostat, water pump (if not supplied with engine), coolant reservoir, radiator cap, hoses, hose clamps and coolant filling.				
1.14	Repair/replacement of complete fuel system including fuel tank, fuel lines, fuel filter, fuel hoses, filler neck, fuel gauge sender unit and associated fittings.				
	C. ELECTRICAL SYSTEM				
1.15	Complete replacement of vehicle electrical wiring including engine wiring harness, dashboard wiring, lighting harness,				

S.No.	Description	Unit	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
	charging circuit, starting circuit, fuse box, relays, switches, connectors, terminals, grounding cables and complete electrical testing.				
1.16	Repair/replacement of complete charging and starting system including alternator, self-starter, battery, battery tray, battery terminals and charging circuit.				
1.17	Supply and installation of all exterior and interior lights including headlamps, tail lamps, indicators, side markers, reverse lamps, brake lamps, number plate lamp, cabin lamp, warning lamps, bulbs/LEDs and horn.				
	D. STEERING, SUSPENSION & BRAKING SYSTEM				
1.18	Complete repair and overhaul of steering system including steering gearbox, steering shaft, steering wheel, tie rods, drag links, ball joints, king pins, idler arm, pitman arm and all associated steering components.				
1.19	Complete overhaul of suspension system including leaf springs, spring bushes, shackles, U-bolts, shock absorbers, wheel bearings, hubs and all suspension mounting hardware.				
1.20	Complete overhaul of braking system including brake pads, brake shoes, brake discs/drums, brake master cylinder, wheel cylinders, brake calipers, brake booster (if fitted), brake pipes, brake hoses, hand brake mechanism, brake fluid replacement, adjustment and testing.				
	E. TYRES & WHEELS				
1.21	Supply and installation of four (04) new tyres brand complete with tubes/flaps (where applicable), wheel balancing and alignment.				
1.22	Complete wheel servicing including rim inspection, straightening, painting, balancing, alignment and replacement of defective wheel studs and nuts.				
	F. BODY, CHASSIS & EXTERIOR				
1.23	Repair/replacement of complete body structure including bonnet, front fenders, doors, side panels, mudguards, front grille,				

S.No.	Description	Unit	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
	wheel arches and all damaged sheet metal components.				
1.24	Chassis inspection, straightening (where required), strengthening, welding of cracks, anti-rust treatment and underbody protective coating.				
1.25	Complete denting, welding, rust removal, surface preparation, primer application, painting in original Swan White colour, clear coat and final polishing of the entire vehicle.				
1.26	Supply and installation of complete front and rear bumper assemblies including brackets, supports and mounting accessories.				
1.27	Supply, fabrication and installation of complete new cargo carriage (loading body) including heavy-duty MS structural frame, side panels, tailgate, heavy-duty chequered steel floor, cross members, hinges, locks, latches, support brackets and complete iron hood (canopy), including anti-rust treatment and painting.				
	G. CABIN & INTERIOR				
1.28	Supply, repair/replacement and installation of complete dashboard assembly including dashboard panels, instrument cluster (speedometer, odometer, fuel gauge, temperature gauge, warning indicators), switches, control knobs, ignition switch, steering column covers, air vents, glove box and associated fittings.				
1.29	Supply and installation of complete seat assemblies including driver and passenger seats, seat frames, foam cushions, upholstery, seat covers, headrests (where applicable), seat belts and adjustment mechanisms.				
1.30	Supply and installation of interior accessories including floor mats/rubber flooring, roof lining (if applicable), sun visors, interior rear-view mirror, cabin trim panels and door trims.				
	H. GLASS, DOORS & FITTINGS				
1.31	Repair/replacement of windshield, door glasses, quarter glass (where applicable),				

S.No.	Description	Unit	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
	rear glass, window channels, rubber beading and weather strips.				
1.32	Supply and installation of side mirrors, door handles, door locks, ignition lock, hinges, window regulators, window handles, wiper motor, washer pump, wiper arms and blades.				
	I. EXHAUST & FINAL COMMISSIONING				
1.34	Repair/replacement of complete exhaust system including exhaust manifold, front pipe, silencer/muffler, tail pipe, mounting brackets and hangers.				
1.35	Final wheel alignment, balancing, engine tuning, electrical testing, brake testing, road testing, washing, detailing and delivery of the vehicle in fully functional, safe and roadworthy condition.				
2.	Make: KIA Model: Sportage Year of Manufacture: 2005 Engine Capacity: 1998 cc Seating Capacity: 06 Persons Quantity: 01 No	01	Job		
	A. ENGINE & POWERTRAIN				
2.10	Supply, installation, testing and commissioning of one (01) new Turbo Diesel Engine compatible with KIA Sportage (2005 Model, 1998 cc), complete with turbocharger assembly, cylinder block, cylinder head, crankshaft, camshaft, pistons, connecting rods, fuel injection system, intake and exhaust manifolds, intercooler (where applicable), engine control sensors, flywheel, belts, pulleys, engine mounting brackets and all standard accessories, complete in all respects.				
2.11	Supply, installation, repair and testing of complete turbocharging system, including turbocharger assembly, intercooler (where applicable), intercooler piping, boost hoses, clamps, air intake ducting, wastegate/actuator (where applicable), air filter housing and all associated components required for proper turbocharger operation.				

S.No.	Description	Unit	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
2.12	Supply and replacement of all engine consumables including engine oil, oil filter, air filter, fuel filter, coolant, drive belts, hoses, clamps, seals, gaskets and all ancillary components required for proper installation and commissioning.				
2.13	Complete repair/overhaul of transmission system including clutch assembly or torque converter (as applicable), gearbox, transfer case (4WD model, if applicable), propeller shafts, universal joints, front and rear differentials, axle shafts, CV joints, wheel hubs and replacement of all defective components.				
	B. COOLING & FUEL SYSTEM				
2.14	Repair/replacement of complete cooling system including radiator, radiator fan, fan motor, thermostat, water pump (if not supplied with engine), coolant reservoir, radiator cap, hoses, clamps and coolant filling.				
2.15	Repair/replacement of complete fuel system including fuel tank, fuel pump, fuel injectors, fuel lines, fuel filter, filler neck, sender unit and associated fittings.				
	C. ELECTRICAL SYSTEM				
2.16	Complete replacement of vehicle electrical wiring including engine wiring harness, dashboard wiring, lighting harness, charging circuit, starting circuit, fuse box, relays, switches, connectors, terminals, grounding cables and complete testing of all electrical systems.				
2.17	Supply and installation of battery, alternator and starter motor (where required), including complete charging and starting system testing.				
2.18	Supply and installation of all exterior and interior lighting assemblies including headlamps, fog lamps, tail lamps, indicators, side markers, reverse lamps, brake lamps, number plate lamp, cabin lights, luggage compartment light, warning lamps, horn and all related accessories.				
	D. STEERING, SUSPENSION &				

S.No.	Description	Unit	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
	BRAKING SYSTEM				
2.19	Complete repair and overhaul of steering system including steering rack/gearbox, steering column, power steering pump (if fitted), steering hoses, tie rods, ball joints, steering ends, idler arm and all associated components.				
2.10	Complete overhaul of suspension system including front and rear shock absorbers, coil springs, control arms, stabilizer links, bushes, suspension mounts, wheel bearings, hubs and all associated components.				
2.11	Complete overhaul of braking system including brake pads, brake discs, brake shoes (if applicable), brake calipers, wheel cylinders, brake master cylinder, brake booster, ABS sensors (if fitted), brake pipes, brake hoses, parking brake mechanism, brake fluid replacement, adjustment and testing.				
	E. TYRES & WHEELS				
2.12	Supply and installation of four (04) new tyres suitable for KIA Sportage, including wheel balancing and wheel alignment.				
2.13	Complete wheel servicing including rim inspection, straightening (where required), balancing, alignment, painting and replacement of defective wheel studs and nuts.				
	F. BODY, CHASSIS & EXTERIOR				
2.14	Repair/replacement of damaged body components including bonnet, front and rear fenders, doors, tailgate, roof rails (if fitted), side panels, wheel arches, front grille and all damaged sheet metal parts.				
2.15	Chassis inspection, repair, welding, alignment (where required), anti-rust treatment and complete underbody protective coating.				
2.16	Complete denting, rust removal, body preparation, primer application and full body painting in the original vehicle colour, including clear coat, polishing and finishing.				

S.No.	Description	Unit	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
2.17	Supply and installation of complete front and rear bumper assemblies including bumper reinforcement, brackets, side mouldings and mounting accessories.				
	G. CABIN & INTERIOR				
2.18	Supply, repair/replacement and installation of complete dashboard assembly including dashboard panels, instrument cluster (speedometer, tachometer, odometer, fuel gauge, temperature gauge and warning indicators), switches, control knobs, ignition switch, steering column covers, glove box, air vents and associated fittings.				
2.19	Supply and installation of complete seat assemblies including front and rear seats, seat frames, foam cushions, upholstery, seat covers, headrests, seat adjustment mechanisms and seat belts for all six occupants.				
2.20	Repair/replacement of complete interior trim including door trims, floor carpeting, roof lining, pillar trims, luggage compartment trim, sun visors, interior rear-view mirror and all cabin fittings.				
	H. GLASS, DOORS & ACCESSORIES				
2.21	Repair/replacement of windshield, rear windshield, door glasses, quarter glasses, window channels, rubber beading, weather strips and associated fittings.				
2.22	Supply and installation of side mirrors, door handles, door locks, ignition lock, window regulators, window switches/handles, wiper motor, washer pump, wiper arms, wiper blades and associated accessories.				
	I. HVAC & EXHAUST SYSTEM				
2.23	Repair/overhaul of heating, ventilation and air-conditioning (HVAC) system including compressor, condenser, evaporator, blower motor, cooling coil, receiver dryer, expansion valve, hoses, refrigerant gas charging and performance testing.				

S.No.	Description	Unit	Quantity	Unit Cost (Rs.) With All Taxes	Amount (Rs.) With All Taxes
2.24	Repair/replacement of complete exhaust system including exhaust manifold, catalytic converter (where applicable), front pipe, centre pipe, silencer/muffler, tail pipe, mounting brackets and hangers.				
	J. FINAL COMMISSIONING				
2.25	Final wheel alignment, balancing, engine tuning, computerized diagnostics (where applicable), electrical testing, brake testing, road testing, washing/detailing and delivery of the vehicle in fully functional, safe and roadworthy condition.				
	Total Cost with All Taxes				

1. PERFORMANCE GUARANTEE

- The performance period will be till 30th June 2027, which will start from the date of signing of contract.
- The successful bidder(s) is/are required to furnish a performance guarantee, equivalent to 10% of the contract amount within fourteen days of issue of supply order/award of contract. Otherwise, equivalent amount will be retained from payment for performance period. This amount will be treated as compensation for any loss resulting from the contractor's failure to complete its obligation.
- Performance guarantee/security will be forfeited in case of failure to successfully complete the performance period

2. COMPLETION PERIOD

The allotted work should be completed within specified period after the receipt of work order. For Repair and Maintenance of Official Vehicles it is **30 Days**. If work is not completed within the allocated time period then the contractor has to pay delay charges @ 0.01% of the total cost of the work for each delayed day.

The bidder will be responsible for complete execution of the work and for its free repair services during performance period.

3. MODE OF PAYMENT

No advance payment will be made to any firm against any supply /work order in any case. No such demand will be entertained and failure to execute work against supply order will lead to forfeiture of the earnest money. Payment shall be made in the form of cross-cheque, which shall be issued, after receipt of inspection report

Payment shall be processed on a monthly basis upon submission of verified invoices, attendance/utilization records, and other supporting documents as required by PCRWR. Payments shall be made through crossed cheque or electronic bank transfer, subject to completion of all contractual formalities.

- 10% payment (retention money) will be deducted at bill and will be returned after defect liability period or completion of performance period.

4. PRICES

Prices charged by the bidder for goods delivered and services performed under the contract shall not exceed from the prices quoted by the supplier/contractor in its bid(s).

5. EVALUATION CRITERIA

The bids would be evaluated based upon their technical soundness with the Terms and Conditions set forth in this document. The lowest quoted bid as a whole meeting technical requirement will be selected.

6. DEFECT LIABILITY PERIOD

The Defect Liability Period is 03 Months for Repair and Maintenance of Official Vehicles. The contractor shall remain responsible throughout the contract period for keeping all deployed vehicles in good mechanical condition and roadworthy at all times. Any defect, mechanical failure, or breakdown shall be rectified immediately by the contractor at its own cost (except those items specifically borne by the Procuring Agency under the contract). Where repairs cannot be completed promptly, the contractor shall provide a replacement vehicle of the same or higher specifications within 12 hours, without any additional cost to the Procuring Agency.

The representative of PCRWR, may examine any item, equipment, material, supplies and/or services to be provided under this contract, at any time prior to expiry of this contract. He may reject or require alteration thereto or replacements thereof as a condition of acceptance. The findings shall be conclusive except with respect to defects or fraud, which may appear later. Accomplishment and/or execution of each item of work (total or a part thereof) shall be considered subject to the verification by the PCRWR for work accomplishment.

GENERAL INFORMATION ABOUT THE CONTRACTOR/FIRM

- 1- Name of the Firm:_____
- 2- Main Line or Business:_____
- 3- Type of Organization:_____
- 4- Phone No(s)_____
- 5- Mailing Address:_____
- 6- Fax No._____
- 7- E-mail _____
- 8- Contact Person: _____
- 9- Income tax and sales tax numbers-----

SIGNATURE & SEAL OF CONTRACTOR/FIRM

INSTRUCTIONS TO TENDERERS (CLAUSE REFERENCE)

INSTRUCTIONS TO TENDERERS (CLAUSE REFERENCE)

1.1 Name and Address of Employer

Regional Director,
Pakistan Council of Research in Water Resources
Main University road, Behind Naseer Tower, Near KW&SB
Reservoir, Gulistan-e- Johar, Block-1, Karachi
Phones: (92-21)34028062, 99333717-8
E-mail: pcrwr.karachi@gmail.com

1.2 Tender shall quote entirely in Pak. Rupees. The payment shall be made to the supplier in Pak. Rupees.

The tenderer will provide the total cost indicating all applicable taxes.

- a. The tenderer / contractor / manufacturer / distributor / authorized dealer / agents have the financial, technical capability necessary to carry out mentioned works as per mentioned specification as per Bidding Documents.
- b. Tender validity is 150 days after date of Tender Opening. Payment will be made after full satisfaction (demonstration will be mandatory). Delivery/completion of work will be in accordance to No. of days specified in the work /supply order.
- c. If supplied items are found sub-standard or in-genuine, the contract will be cancelled and Security Deposits / Performance Security will be forfeited and the Firm will also be blacklisted.
- d. The Firms must have Sales Tax Registration Certificate, National Tax Number, and Vender Number and have proper offices, shops/stores as well as facilities of telephone/fax and email. The Firm must be active filer and active in Income Tax and Sales Tax.
- e. Submission of any false statement/documents including concealing of information is likely to disqualify the bidder.
- f. This Institute reserves the right to accept or reject any or all tenders without assigning any reason in accordance with rule 33(1) of PPRA-2004.

1.3 (a) A detailed description of the Works, essential technical and performance characteristic.

(b) Complete set of technical information, description data, literature and drawings as required in accordance with Tendering Data, Specific Works Data. This will include but not be limited to a sufficient number of drawings, photographs, catalogues, illustrations and such other information as is necessary to illustrate clearly the significant characteristics such as general construction dimensions and other relevant information about the works to be performed.

1.4 Amount of Tender Security

Lot 1 is PKR 100,000/- (Rupees One Hundred Thousand Only)

Lot 2 is Rs. 125,000/- (Rupees One Hundred and Twenty Five Thousand)

1.5 Period of Tender Validity

150 days from the date of tender opening.

1.6 Number of Copies of the Tender to be submitted

One original plus 1 copy

(Two separate sealed envelopes marked Technical Proposal and Financial Proposal)

1.7 Deadline for Submission of Tenders

11:00 AM, 10th August, 2026

1.8 Venue, Time, and Date of Tender Opening

PCRWR Regional Office,
Main University Road, Behind Naseer Tower,
Near KW&SB Reservoir, Gulistan-e-Johar, Block-1, Karachi

Tender Opening Time: 11:30 AM

Tender Opening Date: 10th August, 2026

1.9 Responsiveness of Tenders

- (i) The Tender is valid till required period,
- (ii) The Tender prices are firm during currency of contract.
- (iii) Completion period offered is within specified limits,
- (iv) The Tenderer/Manufacturer is eligible to Tender and possesses the requisite experience,
- (v) The Tender does not deviate from basic technical requirements and
- (vi) The Tenders are generally in order, etc.

FORMS OF TENDER AND SCHEDULES TO TENDER

SCHEDULE - TO TENDER

FORM OF TENDER

(LETTER OF OFFER)

To: _____

Gentlemen,

1. Having examined the Tender Documents including Instructions to Tenderers, Tendering Data, Conditions of Contract, Contract Data, Specification, and Addenda Nos. _____ for the **“Hiring of Service for Repair and Maintenance of Vehicles and Provision of Vehicles on Rental Basis”** We, the undersigned, being a company doing business under the name of and address

_____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Tender Price of Rupees (_____) or such other sum as may be ascertained in accordance with the said Documents.

2. We understand that all the Schedules attached hereto form part of this Tender.

3. As security for due performance of the undertakings and obligations of this Tender, we submit herewith a Tender Security in the amount of (Rs.) _____ drawn in your favor or made payable to you and valid for a period of 28 days beyond the period of validity of Tender.

4. We undertake, if our Tender is accepted, to commence the Works and to complete the whole of the Works comprised in the Contract. Comprised in the Contract within the time(s) stated in Contract Date.

5. We agree to abide by this Tender for the period of **150 days** from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

6. Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

7. We undertake, if our Tender is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.

8. We understand that you are not bound to accept the lowest or any Tender you may receive.

9. We do hereby declare that the Tender is made without any collusion comparison of figures or arrangement with any other person or persons making a Tender for the Works.

Dated this _____ day _____

Signature: _____

in the capacity of _____ duly authorized to sign
tenders for and on behalf of

(Name of Bidder in Block Capitals)
(Seal)

Address:

Witness:

Signature: _____

Name: _____

Address. _____

Occupation _____

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the _____ day of _____ between REGIONAL DIRECTOR, PCRWR, KARACHI (hereinafter called the “Employer”) of the one part and _____ (hereinafter called the “Contractor”) of the other part.

WHEREAS the Employer is desirous that certain Works, viz _____ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witness as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) The Letter of Acceptance;
 - (b) The completed Form of Bid along with Schedules to Bid;
 - (c) Conditions of Contract & Contract Data;
 - (d) The priced Schedule of Prices;
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Employer

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

(Name, Title and Address)

Witness:

(Name, Title and Address)

TO BE PRINTED ON Rs. 1000 STAMP PAPER

(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. _____ Dated _____
Contract Value: _____
Contract Title: _____

..... [name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, I represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

I certify that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

I accept full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Employer.....

Name of Seller/Supplier:/Contractor

.....

Signature:
[Seal]

Signature:
[Seal]

Template for

AFFIDAVIT FOR UNDERTAKING FOR NON- BLACKLISTING & ELIGIBILITY

(To be printed on PKR 100 or more Stamp Paper) Template for Affidavit

It is hereby solemnly confirmed and declared that M/S _____,
is declaring on oath that the Applicant:

- i. *Is not in bankruptcy or liquidation proceedings;*
- ii. *Has never been declared ineligible/blacklisted by Government / Semi-Government/ or Private Authority or any employer till date due to the any reasons;*
- iii. *Is not making any misrepresentations or concealing any material fact and detail.*
- iv. *Has not been convicted of fraud, corruption, collusion or money laundering as required;*
- v. *Does not have any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and*
- vi. *does not fall within any of the circumstances for ineligibility or disqualifications*

(Signatures)
(Stamp of Company)