



F. No. 2(1)/2020-21-NDMA (Proc)
Government of Pakistan
Prime Minister's Office
National Disaster Management Authority
Islamabad



TENDER NOTICE

PRE-QUALIFICATION OF CARRIAGE CONTRACTORS FOR TRANSPORT SERVICES

National Disaster Management Authority (NDMA), Islamabad intends to invite sealed tenders for hiring of Carriage Contractors for transport services for calendar years 2021-22. Interested firms must be registered with Income and Sales Tax Departments. Firms should be technically as well as financially sound.

The bidding documents, instructions/ terms and conditions may be downloaded directly from NDMA's website: www.ndma.gov.pk and PPRA's website. Pay Order of Rs. 2,000/- (Non-refundable) should be deposited at the time of submission of documents / bids as tender fee. The documents must reach the undersigned **before 1100 hours on 8th February, 2021 and to be opened the same day at 1200 hours in Room No 220-E, NDMA.**

(Muhammad Qasim)
Director (Procurement)
National Disaster Management Authority
Tel: 051-9087843-838

TENDER DOCUMENT

TERMS AND CONDITIONS FOR CARRIAGE CONTRACTORS

1. Sealed bids are invited from reputed companies / carriage contractors who are:
 - a. Registered with Income and Sales Tax Department.
 - b. Having at least 3 years' experience in the field of goods transport:
2. Pre-qualified Carriage Contractors would be asked to quote their rates as and when required for transportation services. Pre-qualification / Shortlisting of firms will be done on the basis of evaluation criteria attached at "Form-H". The bidders obtaining more than 60% marks shall be pre-qualified.
3. The bidders are required to complete attached application form and provide information in details (Forms A to H).
4. The bidders/contractors must furnish their bids/proposals alongwith the proof that the company is technically and financially sound. Firm must have experience in the relevant field. The firm will also provide a list of accomplished /ongoing contracts /projects.
5. The bidders/contractors shall submit an affidavit to the effect that the firm has never been blacklisted by any Ministry/Division / Department / Organization.
6. The Authority reserves the right to reject all or any of the bid/proposal in accordance with the provision of PPRA Rules.
7. Payments (Subject to deduction of all livable taxes as per rules) will be processed after utilization of requisite services as per work order.
8. The bidders/contractors have to confirm availability of required Transport on minimum notice i.e. **12 hours**, failing which such transport will be arranged by the procuring agency from open market and over & above expenses will be charged from the vender, Moreover, repetition of such instanced may lead to blacklisting of the firm.
9. The bidders/contractors are also required to declare and arrange the ancillary modes of transportation as and when required on need basis i.e. per hour rate heavy duty cranes and fork lifter.
10. NDMA may require transportation services for any geographic area.
11. All bidders/contractors must be required to deposit 2% as a bid security at the time of financial bid opening.

FORM A- LETTER OF APPLICATION

Registered Business Name: _____

Registered Business Address: _____

Telephone: _____

Fax: _____

To. _____

1. We hereby apply for pre-qualification with National Disaster Management Authority (NDMA), Islamabad as a carriage contractor.
2. We authorize NDMA or its authorized representatives to carry out verification of the statements, documents and information submitted and to clarify the financial and technical aspects of this application from any person, Business department, Agency or Firm.
3. The names and positions of contact persons who may be contacted for further information, if required, are as follows:

S.No.	Name	Position in the company	Contact No.
a)			
b)			

4. We declare that
 - i) The statements made and the information provided in the application is complete, true and correct in every detail.
 - ii) This firm has never been black listed by any Government Department, Semi-Government Authority or Corporation. **(Certificate to this effect on Rs.20 non-Judicial stamp paper is attached in respect).**

Respectfully,

(Authorized representative of application)

Dated: _____

FORM B - GENERAL INFORMATION

Company Name: _____

1. Head Office Address: _____

Telephone No: _____

Fax No: _____ E-mail: _____

2. Local Office : _____

Telephone No. _____

Fax No: _____ E-Mail: _____

Year of establishment: _____

3. Income Tax Registration No. _____ (Attach copy of Registration Certificate)

4. Bankers: _____

FORM C - DETAILS OF DIRECTORS / PARTNERS

Name	Status Director / Partner	Nationality	Experience	Type of Experience

C.E.O

FORM D – LIST OF OFFICES

<u>S.NO</u>	<u>CITY</u>	<u>ADDRESS</u>

**FORM E - DETAILS OF VEHICLES OWNED/ LEASED/ HIRED /THIRD PARTY
/SPECIAL VEHICLES (CRANE/LIFTER) BY THE TRANSPORTER**

Sr. No.	Registration No.	Type of Vehicle	Status of vehicle(/leased /owned/hired/3RD party)

FORM F - FINANCIAL DATA

A. Bank Statement

A current Bank statement in respect of bidder's financial soundness.

B. Financial Statement

1. Current Contract Commitments

Sr. No	Name of organization/Firm	Approximate Value of Business (PKR)	Period Of Contract (Years)

2. Annual Turnover

Year	Turn over amount (in Pak Rupees)

3. Other business

Type of business	Other Details

Form G- Documents to be submitted

Copy of certificate of Registration of firm / company.	
Certificates of works carried out with various companies.	
Details of litigation / arbitration cases including decision (if any) with client name & address.	
Affidavit that the firm is not black listed by any Government or Semi Government Organization / public limited company.	
Certificate of Income Tax Registration /NTN	
Copies of current contracts	
Bank statement of last three years.	

Form H – Evaluation Criteria

S.NO	Criteria	Max Marks	Obtained
1	Registered with Income Tax Department – Has NTN	Mandatory	Yes/No
2	Minimum experience of 3 years	Mandatory	Yes/No
3.	Number of own vehicles	20	
4	Annual Turnover (Average for last 3 years)	20	
5	Membership of Trade bodies	10	
6	Presence in different parts of the country	20	
7	Experience in years	10	
8	Current clients	10	
9	Financial Health	10	
	Total:	100	

Note: The firm ranked best with respect to a criterion will be awarded maximum marks in that field. Others will be given relative weightage.

CONTRACT AGREEMENT FOR PROVISION OF TRANSPORT SERVICES TO NDMA

This Agreement is made at Islamabad on the _____2020 between the President of the Islamic Republic of Pakistan through National Disaster Management Authority (NDMA), Islamabad (hereinafter called the Client) of the one part and M/s _____ having its registered (or principal) office at hereinafter (called the contractor) of the other part.

2 Whereas, the Client invited the bids through tender notice in the press for provision of transport services and the Contractor, alongwith other firms filed bids in response thereto. The bid of M/s _____ registered with income tax department & bearing NTN No. _____ was evaluated and firm stood qualified.

3 The Client has accepted the bid of the Contractor, who has agreed to provide transport services to the Client on need basis during the Calendar Years 2020-21 & 2022. Following has been agreed between the two parties:-

- a. The Contractor shall have to confirm availability of required transport alongwith quotation(s) on minimum notice i.e. 12 hours, failing which such transport will be arranged by the Client from open market and will be charged form Contractor. Moreover, repetition of such instances may lead to blacklisting of the firm.
- b. The Contractor is also required to declare and arrange the ancillary modes of transportation as and when required on need basis. i.e. per hour rate heavy duty cranes and fork lifter.
- c. Client may require transportation services for any geographic area across Pakistan including GB, AJK and FATA.
- d. The Contractor shall produce the receipt of delivery duly certified by the head of the office of destination stores or any other person authorized by the Client.
- e. Payments (subject to deduction of all livable taxes as per rules) will be processed after utilization of requisite services as per work order upon receipt of all legal documents and completion of all codal formalities.
- f. The Client shall release the security deposit/performance bond upon successful/ satisfactory completion discharge of all contractual obligations stipulated in this Agreement.

- g. All disputes arising out of contractual obligations shall be settled through arbitration by a committee to be constituted by the Chairman, NDMA in the light of provisions of the Public Procurement Rules, 2004.
- h. The Contractor shall be solely responsible for any delay occurring in provision of the required transport except due to the events of force Majeure such as acts of God and war directly affecting/ delaying the task.

(Name _____)
_____)

Director (Procurement)

Dated: _____, 2020

(Name _____)
M/s. _____