

# The Punjab Masstransit Authority

## Minutes of Meeting

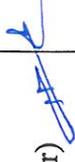
Agenda Tender for "Procurement of Fuel Management Services for Lahore Metrobus System (LMBS)"

Date: 07-04-2023

Venue Committee Room,  
Punjab Masstransit  
Authority, 5th Floor, Arfa  
Software Technology Park  
(ASTP), 346-B, Ferozepur  
Road, Lahore

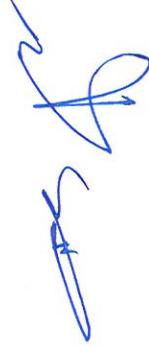
Chair:  
Mr. Adil Mumtaz, Deputy Manager  
(Operations), LMBS

### List of Participants:

1. Mr. Rahman Afzal, Manager (Finance), LMBS (Member) 
2. Mr. Muhammad Imran, Deputy Manager (Security), LMBS (Member) 
3. Mr. Adil Mumtaz, Deputy Manager (Operations), LMBS (Member)
4. Mr. Noor Elahi, Assistant Manager (Mechanical), LMBS (Member) 
5. Mr. Hafiz Hassan Moavia, Assistant Manager (Mechanical), OLMT (Member) 
6. Mr. Sulaiman Majeed, Representative of Transport Department, GoPb (Member)
7. CEO Fuelogic (Participant)

### DECISIONS / DISCUSSIONS

The meeting started at 1100 hours. The Deputy Manager (Operations), LMBS formally welcomed the participants and started the meeting. He gave a brief presentation on the salient features of the project. Question and Answer session was conducted afterwards. The list of participants is attached as **Annex A**. Detailed Minutes of Meeting are attached as **Annex B**. The Erratum to the Tender Document is attached at **Annex-C**. The meeting ended at 1200 Hours with a note of "Thanks"



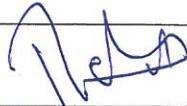
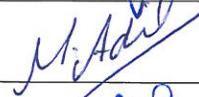
**ATTENDANCE OF TENDER EVALUATION COMMITTEE-CLARIFICATION/PRE BID MEETING**  
**Procurement of Fuel Management Services for Lahore Metrobus System (LMBS)**

**ATTENDANCE SHEET**

Place: Committee Room, PMA, 5th floor,  
Arfa Software Technology Park, LHR

07.04.2023

11:00 AM

Sr. No.	Committee Member	Signature	Email Address	Contact No.
1	Mr. Rizwan Aziz, Manager Operations (Technical), LMBS			
2	Mr. Rahman Afzal, Manager (Finance), LMBS			
3	Mr. Muhammad Imran, Deputy Manager (Security), LMBS			
4	Mr. Adil Mumtaz, Deputy Manager (Operations), LMBS			
5	Mr. Noor Elahi, Assistant Manager (Mechanical), LMBS			03327184831
6	Mr. Hafiz Hassan Moavia, Assistant Manager (Mechanical), OLMT			0307-7628273
7	Mr/Ms. <u>Sulaiman Najad, so (NTS)</u> Representative of Transport Department, GoPb			0321-4212003

ATTENDANCE SHEET- CLARIFICATION/PRE BID MEETING

Procurement of Fuel Management Services for Lahore Metrobus System (LMBS)

BIDDERS ATTENDANCE SHEET

Place: Committee Room, PMA Office, 5th floor,  
Arfa Software Technology Park, Lhr

Date: 07/04/2023

Time 11:30 AM

Sr. No.	Name of Organization	Name of JV Partner (If any)	Representative's Name & Designation	Contact No.	Email Address	Signature
1	Fuelogic	Jaggi & Munir LLC	CEO	0300-8272742	CEO@fuelogic.com	
2						
3						
4						
5						
6						
7						
8						
9						
10	PMA					

7/4/2022

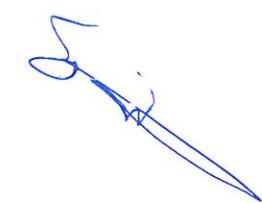
7/4/23

07/04/23

07/04/23

07/04/23

Sr. No	QUERIES / COMMENTS	PMA'S RESPONSE
M/s Fuellogic		
1.	With reference to letter through email and in Clarification meeting, we request PMA to remove SECP clause 12.2.10(a) for fuel partners mandatory but keep it for JV anyone of the business partners. (Email and Letter attached)	Denied

Annex-B-73

**Request Letter**

Fuel Logic T &lt;info@fuellogict.com&gt;

Fri 07/04/23 2:12 PM

To: rizwan.aziz@pma.punjab.gov.pk &lt;rizwan.aziz@pma.punjab.gov.pk&gt;

Cc: noor.elahi@outlook.com &lt;noor.elahi@outlook.com&gt;

 1 attachments (190 KB)

WhatsApp Image 2023-04-07 at 2.08.04 PM.jpeg;

Dear Sir,

Kindly check the attached letter FYA.

Best Regards,

M. Usman Ali  
Supply Chain Manager  
0321-7866808  
Fuelogic

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Best Regards:

Muhammad Usman Ali  
Mob: 0341 - 3235113

Fuelogict.  
Head Office: Room # 12 - 5th Floor, City Star Shopping Mall, Model  
Town Link Road, Lahore.  
Web Site: [www.fuellogict.com](http://www.fuellogict.com)

**REQUEST LETTER**

To,

The Punjab Mass Transit Authority  
5<sup>th</sup> Floor, Arfa Software Technology Park,  
346-B, Ferozpure Road Lahore.

Sub: Request letter for removal clause 12.2.10 part (a) in Tender documentation

Dear Sir,

As per PMA tender No.is PMA/LMBS/FMS/2023 for the supply of diesel to Lahore metro bus system (LMBS) Generators and Rendering of allied service in Lahore, with reference to the clarification meeting at 11:00 am today (April 07, 2023) in PMA committee room. We raise an objection on clause 12.2.10 (a) mandatory for a lead partner in fuel business registration in SECP which is not mandatory for Fuel business by OGRA set rules.

Here we want to request PMA to remove the SECP clause for fuel partners mandatory but keep it for JV any one of the business partners can show up with SECP to fulfill PMA requirements as well keeping in mind PPRA rules as well. In the petroleum business, mostly OGRA Traders & Retails businesses are in sole or partnership mode. It will increase business and bidders as well for PMA fuel services.

we understand that you are not bound to accept any suggestion you receive but this is a request

Looking forward to seeing a positive response.

Yours sincerely,

Mehwish Aadi

CEO

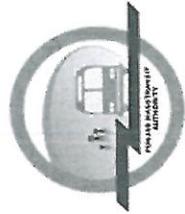
Fuellogic

Director

**Erratum 01**  
**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**PROCUREMENT OF**  
**FUEL MANAGEMENT SERVICES FOR LAHORE**  
**METROBUS SYSTEM (LMBS)**

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**THE PUNJAB MASS TRANSIT AUTHORITY**  
**GOVERNMENT OF THE PUNJAB**

5<sup>th</sup> floor, Arfa Software Technology Park  
346-B, Ferozpur Road, Lahore

**ERRATUM 01 TO THE TENDER DOCUMENT**

As per clarification meeting held on April 04, 2023; the following erratum No.01 is hereby issued; which shall form a part and parcel of the original document titled

**Tender for “Procurement of Fuel Management Services for Lahore Metrobus System (LMBS)”**

Issued and upload on April 01, 2023. The contents of this erratum shall supersede/replace pages no. 22, 35, 36, 37 and 14 of the original RFP documents, and shall be read as part of the RFP document uploaded on the following website;

[www.pma.punjab.gov.pk](http://www.pma.punjab.gov.pk)

The aforementioned modified pages are attached with this erratum with changes as highlighted text.



11.1 words for the Total Tender Price entered in the Tender Form; the amount in words, shall govern.

11.2 The Bidder shall state the Tender Price for the payment terms outlined in the Conditions of Contract which will be considered for the evaluation of the Tender.

**12 Rejection / Acceptance of the Tender**

12.1 The Client shall have the right, at its exclusive discretion, to change terms and conditions, accept a tender, reject any or all tender(s), cancel the Tendering process at any time prior to award of formal Contract, without assigning any reason or any obligation to inform the Bidder of the grounds for the Client's action, and without thereby incurring any liability to the Bidder and the decision of the Client shall be final.

12.2 The Tender shall be rejected if any of the following occurs:

- 12.2.1 It is substantially non-responsive; or
- 12.2.2 It is submitted in other than prescribed forms, documents / by other than specified mode; or
- 12.2.3 It is incomplete, un-sealed, un-signed, hand-written, partial, conditional, alternative, late; or
- 12.2.4 It is subjected to interlineations / cuttings / corrections / erasures / overwriting; or
- 12.2.5 the Bidder submits more than one Tenders; or
- 12.2.6 The Bidder fails to meet the minimum passing score of 60% overall and ~~50% in each category in the Technical Evaluation Criteria~~ [Annexure - D]; or should not be "0" Points at Sr. No. 1,2,3,5 and 6 in the Technical Evaluation Criteria [Annexure - D]; or
- 12.2.7 The Bidder refuses to accept the corrected Total Tender Price; or
- 12.2.8 The Bidder has a conflict of interest with the Client; or
- 12.2.9 The Bidder tries to influence the Tender evaluation / Contract award; or
- 12.2.10 The bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
- 12.2.11 There is any discrepancy between issued bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or
- 12.2.12 The Bidder submits any financial conditions as part of its bid which are not in conformity with the Tender Document; or
- 12.2.13 The Bidder fails to submit the required bid security.

**13 Acceptance Letter (Letter of Award)**

The Client shall send the Acceptance Letter (Letter of Award) to the successful Bidder prior to the expiry of the validity period of the Tender, which shall be made part of the Contract.

**14 Performance Security**

14.1 The successful Bidder shall furnish Performance Security as under (refer to Annexure-K):

- 14.1.1 Within ten (10) working days of the receipt of the Acceptance Letter from the Client.

**ANNEXURE-A-1: TECHNICAL PROPOSAL DOCUMENT CHECKLIST  
FOR BIDDERS (OTHER THAN JV)**

*Note: bidders are required to place tags on documents containing Serial 1 to 16.*

Sr. No.	List of Documents	Yes 0 / No (x) / Not Applicable (N/A)
1	Covering letter duly signed and stamped by authorized representative (Annexure-B)	
2	Technical Proposal Submission Form (Annexure-C)	
3	Registration Certificate of Company issued by SECP	
4	Proof of experience in petroleum business as an authorized agent/dealer/bulk customer/reseller/retailer of an Oil Marketing Company (OMC), confirmed by letter from Oil Marketing Company (OMC) confirming relationship or storage license of petrol pump or first and last monthly sales tax return or any other valid evidence acceptable to the Client.	
5	Copy of Tender Security of PKR 300,000/- as prescribed in the Tender Document (sealed in a separate envelope)	
6	Registration Certificate for Income Tax and Sales tax and proof of Filer/Active status for both Income Tax and Sales Tax.	
7	Company profile containing details of business operations.	
8	Audited Financial Statements and Income Tax Returns of last three (03) years.	
9	Copy of storage license issued by the Explosives Department confirming atleast 10,000 litres storage capacity of Diesel.	
10	ANNEX-C of Monthly Sales Tax Returns for last twelve (12) months.	
11	Technical Evaluation Form (Annexure-D) including the following attachments:	
(a)	Details of Industrial/Commercial Customers who qualify criteria given at Serial No. 1 of the Technical Evaluation Criteria given at Clause No. 18 including company name, address, focal person, Contact No. etc.)	
(b)	Detail of previous experience relevant to this RFP along with proof in the form of completion certificates for completed service contracts for similar assignments of fuel management services which are comparable to this RFP's scope (as detailed in Clause 7), both in terms of nature of services and value of assignment ( <i>refer notes mentioned under Clause 16-6-3 16.6.2 for ascertaining comparability</i> )	
(c)	Profile/CVs of Management and Staff of the Bidder detailing their qualifications and experience.	
(d)	Valid documentary evidence establishing work relationship with any Federal or Provincial department / agency / body etc.	
12	Work Methodology required under Clause No. 16-6-5-16.6.4	
13	Financial Capacity of the Bidder (Annexure-E)	
14	Power of Attorney (Annexure-I)	
15	Undertaking (All terms & conditions and qualifications listed anywhere in the RFP have been satisfactorily vetted (Annexure-G)	
16	Affidavit (Annexure-II)	

## ANNEXURE-A-2: TECHNICAL PROPOSAL CHECKLIST FOR JV BIDDER

Note: bidders are required to place tags on documents containing Serial 1 to 17

Sr. No.	List of Documents	Yes (✓) / No (x) / Not Applicable (N/A)
1	Covering letter duly signed and stamped by authorized representative (Annexure-B)	
2	Technical Proposal Submission Form (Annexure-C)	
3	Registration Certificate of Company (mandatory for the Lead Partner, other partners may furnish Form C if AOP, or NTN certificate if Sole Proprietor or Registration Certificate if company.	
4	Proof of experience in petroleum business of majority of JV partners as an authorized agent/dealer/bulk customer/reseller/retailer of an Oil Marketing Company (OMC), confirmed by letter from Oil Marketing Company (OMC) confirming relationship or storage license of petrol pump or first and last monthly sales tax return or any other valid evidence acceptable to the Client. <i>1 or clarity, 2 out of 3 partners in case of total 3 partners, 3 out of 4 partners in case of total 4 partners, and both partners in case of only 2 partners must be primarily engaged in the petroleum business.</i>	
5	Copy of Tender Security of PKR 300,000/- as prescribed in the Tender Document (sealed in a separate envelope)	
6	Registration Certificate for Income Tax (mandatory for all JV partners) and proof of active status for atleast Lead Partner.	
7	Registration Certificate for Sales tax along with proof of filer/active status - <i>mandatory for Lead Partner and for all those JV partners whose customers are claimed against Serial No.1 of the Technical Evaluation Form (Annexure-D)</i>	
8	Company profile containing details of business operations - <i>mandatory for all JV partners.</i>	
9	Audited Financial Statements of last three (03) years or Income Tax Returns of last three (03) years - <i>applicable to Lead Partner and for all those JV partners whose details have been incorporated in Annexure-E, if any.</i>	
10	Copy of storage license issued by the Explosives Department confirming atleast 10,000 litres storage capacity of Diesels- <i>to be provided by any one of the JV partners.</i>	
11	ANNEX-C of Monthly Sales Tax Returns for last twelve (12) months: <i>mandatory for Lead Partner and for all those JV partners whose customers are claimed against Serial No.1 of the Technical Evaluation Form (Annexure-D)</i>	
12	Technical Evaluation Form (Annexure-D) including the following attachments:	
(a)	Details of Industrial/Commercial Customers who qualify criteria given at Serial No. 1 of the Technical Evaluation Criteria given at Clause No. 18 including company name, address, focal person, Contact No. etc.)	
(b)	Detail of previous experience relevant to this RFP along with proof in the form of completion certificates for completed service contracts for similar assignments of fuel management services which are comparable to this RFP's scope (as detailed in Clause No. 7), both in terms of nature of services and value of assignment ( <i>refer notes mentioned under Clause #6.6.3 16.6.2 for ascertaining comparability</i> ) - <i>Applicable to those JV partners whose past experience has been claimed against Sr. 2 of Annexure-D</i>	
(c)	Profile/CVs of Management and Staff of the Bidder detailing their qualifications and experience - <i>Applicable to those JV partners whose Human Resource capabilities &amp; competences have been claimed against Sr. 4</i>	

	of Annexure-D.
(d)	Valid documentary evidence establishing work relationship with any Federal or Provincial department / agency/body etc. - applicable to any one JV partner.
13	Work Methodology required under Clause No. 16-6-5 16.6.4 - to be submitted by Lead Partner only on behalf of the JV.
14	Financial Capacity of the Bidder (Annexure-E) -information of Lead Partner is mandatory whereas information of other JV partners can also be provided if needed by bidder to demonstrate financial capacity along with a summary.
15	Power of Attorney (Annexure-I)- to be provided by all JV partners
16	Undertaking (All terms & conditions and qualifications listed anywhere in the RFP have been satisfactorily vetted (Annexure-G)
17	Affidavit (Annexure-II)

1. Annual contract value of assignments mentioned at Clause No. 16.6.2 and 16-6-3 at Sr. No. 02 of the Technical Evaluation Criteria given above must not be less than 50% of the annual reserve price calculated as:

$$\text{Annual Reserve Price} = \frac{\text{Reserve price given in Clause 1.2 of this RFP}}{\text{No. of years of initial contract period given in Clause No. 8 of this RFP}}$$

2.1.1 Profile of Management and staff of the Bidder whose experience and qualifications have been claimed at Sr. No. 4 of the Technical Evaluation Criteria.

Note: Profiles/CVs of all key human resources of all JV partners shall be combined for awarding points.

2.1.2 Work Methodology specifically covering following areas:

- a) Proposal for theft prevention system
- b) Proposal for procedures for conducting re-fueling of Generators and obtaining sample of fuel.
- c) Repair, maintenance, and replacement of flow meters installed at Auxiliary fuel tanks in LMBS.
- d) On-site basic fuel quality testing required at Clause No. 9.5 (a) of this RFP document.
- e) Quality Management of fuel inventory already present in the fuel tanks (Auxiliary as well as Genset base tank).

Note: Providing work-methodology is a mandatory requirement must be provided as required at Annexure- O. Failure to provide the same shall result in the bid being "substantially non-responsive."

2.1.3 Financial Capacity of the Bidder (Annexure-E)

2.1.4 Power of Attorney (Annexure-F)

2.1.5 Undertaking (Annexure-G)

2.1.6 Affidavit (Annexure-I)

14.2 The Financial Proposal shall contain the following documents duly signed and stamped:

2.3.1 Financial Proposal Submission Form (Annexure-I)

2.3.2 Financial Proposal (Annexure-J)

14.3 The Bidder shall follow the instructions laid down as under:

2.4.1 The Bidder shall seal the Original Technical Proposal in an envelope duly marked as under:

**Envelope No. 1A: Original Technical Proposal for [Name of Tender]**

[Name of the Procurer]

[Address of the Procurer]

[Name of the Bidder]

[Address of the Bidder]

[Phone No. of the Bidder]

2.4.2 The Bidder shall seal the Duplicate Technical Proposal in an envelope duly marked as under:

**Envelope No. 1B: Duplicate Technical Proposal for [Name of Tender]**