



INVITATION FOR BIDS



SUPPLY OF DIESEL TO MULTAN METROBUS SYSTEM (MMBS) GENERATORS AND RENDERING OF ALLIED SERVICES IN MULTAN

For details, please download related Request for Proposals (RFP) from

www.pma.punjab.gov.pk

ppra.punjab.gov.pk

1. The procurement shall be conducted in accordance with the Punjab Procurement Rules 2014 on Single Stage Two Envelopes Procedure.
2. A single package containing separate technical proposals and financial proposals duly completed, signed, stamped, and in complete conformity with Tender Document should be dropped in the Tender Box placed at reception of the **PMA Office floor, Arfa Software Technology Park, 346-B Ferozpur Road, Lahore**, no later than **1100 Hours on July 6, 2017**. The Technical Proposals will be opened at **1130 Hours on July 6, 2017 in PMA office**.
3. Bids which are incomplete, not sealed, not signed, unstamped, late or submitted by other than specified mode will not be considered.
4. Income tax registration certificate and other documents as mentioned in Tender Documents must accompany the bids. All Taxes will be deducted as per GOP rules.
5. Pre-bid meeting will be held at 1100 Hours June 23, 2017, at PMA office.

Note: PMA reserves the right to cancel the tender / reject all bid sat any time prior to the acceptance of bid.

Manager Operations (Technical)

Punjab Masstransit Authority TEL: +92(42)99028000 Ext: 6005

Cell: +923219400385 Email: rizwan.aziz@pma.punjab.gov.pk

TENDER DOCUMENT

FOR

SUPPLY OF DIESEL TO GENERATORS AND RENDERING OF ALLIED SERVICES IN MULTAN METROBUS SYSTEM

PUNJAB MASSTRANSIT AUTHORITY

5th floor, Arfa Software Technology Park

346-B, Ferozpur Road, Lahore, Pakistan

Tel: 042 - 99028000 / 0321 - 9400385, Fax: 042 - 99232541

email: rizwan.aziz@pma.punjab.gov.pk



TABLE OF CONTENTS

1.	INVITATION TO BID	5
2.	DEFINITIONS AND INTERPRETATIONS	6
3.	HEADINGS AND TITLES.....	8
4.	NOTICE	8
5.	CONTRACTUAL OBLIGATIONS, RIGHTS AND RESPONSIBILITIES OF THE CLIENT	8
6.	SCOPE OF WORK / SERVICES REQUIRED.....	9
7.	CONTRACT TYPE AND DURATION	14
8.	PENALTIES	14
9.	PAYMENT	14
10.	BIDDER'S ELIGIBILITY AND BID RESPONSIVENESS	15
11.	TENDER COST	15
12.	JOINT VENTURE (JV).....	15
13.	EXAMINATION OF THE TENDER DOCUMENT	16
14.	AMENDMENT OF THE TENDER DOCUMENT.....	16
15.	PREPARATION / SUBMISSION OF TENDER.....	16
16.	TENDER PRICE	19
17.	TENDER SECURITY	20
18.	TENDER VALIDITY	20
19.	MODIFICATION / WITHDRAWAL OF THE TENDER	20
20.	CLARIFICATION OF THE TENDER BY THE PROCURER	20
21.	CORRECTION OF ERRORS	20
22.	REJECTION / ACCEPTANCE OF THE TENDER	21
23.	ACCEPTANCE LETTER (LETTER OF INTENT)	21
24.	PERFORMANCE SECURITY	21
25.	REDRESSAL OF GRIEVANCES OF THE BIDDERS	22
	DRAFT CONTRACT	24
26.	SAMPLE AGREEMENT.....	25
27.	RECITALS	26
28.	COVENANT	26
29.	ANNEXES TO THE AGREEMENT:.....	26
30.	KEY SERVICE-LEVEL PARAMETERS	26
31.	SIGNING OF THE AGREEMENT	27
	GENERAL CONDITIONS OF CONTRACT	27
32.	CONTRACT.....	27
33.	CONTRACT DOCUMENTS AND INFORMATION	28
34.	CONTRACT LANGUAGE	28
35.	INDEMNIFICATION	28
36.	ASSIGNMENT / SUBCONTRACT	28

37.	TERMINATION FOR DEFAULT	28
38.	TERMINATION FOR INSOLVENCY	28
39.	TERMINATION FOR CONVENIENCE.....	29
40.	FORCE MAJEURE	29
41.	DISPUTE RESOLUTION	30
42.	STATUTES AND REGULATIONS	30
43.	TAXES AND DUTIES	31
44.	CONTRACT COST	31
45.	AUTHORIZED REPRESENTATIVE	31
46.	WAIVER	31
47.	EXTENSIONS IN TIME FOR PERFORMANCE OF OBLIGATIONS	32
48.	PENALTY MECHANISM / SERVICE LEVEL AGREEMENT	32
	ANNEXURES	35
	ANNEXURE - A: TECHNICAL PROPOSAL DOCUMENT CHECKLIST.....	36
	ANNEXURE-B: FORMAT OF COVERING LETTER	37
	ANNEXURE-C: TECHNICAL PROPOSAL SUBMISSION FORM.....	38
	ANNEXURE-D(0): TECHNICAL EVALUATION CRITERIA	39
	ANNEXURE-D: TECHNICAL EVALUATION	41
	ANNEXURE-E: FINANCIAL CAPACITY OF THE BIDDER	42
	ANNEXURE-F(0): INSTRUCTIONS FOR PREPARATION OF POWER OF ATTORNEY	43
	ANNEXURE-F: FORMAT OF POWER-OF-ATTORNEY	44
	ANNEXURE-G: UNDERTAKING	45
	ANNEXURE-H: AFFIDAVIT / INTEGRITY PACT	46
	ANNEXURE-I: FINANCIAL PROPOSAL SUBMISSION FORM.....	47
	ANNEXURE-J: FINANCIAL PROPOSAL	48
	ANNEXURE-K: PERFORMANCE SECURITY	49
	ANNEXURE - L: GENERAL SPECIFICATIONS OF GENERATORS.....	51
	ANNEXURE - M: SPECIFICATIONS – HIGH SPEED DIESEL	52

Important:

- This tender document ('Tender') does not constitute a binding agreement or an offer or invitation by the Punjab Masstransit Authority to any party other than the qualified bidders to submit the Bids. The principle purpose of this Tender is to provide the bidders with information that shall form the basis of their proposals or bids. This Tender contains the minimum requirements and information desired by the Authority. The contents hereof may be supplemented by the Authority as it deems appropriate. Each Bidder may conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information given in this Tender to its satisfaction. The Authority makes no representation or warranty and shall incur no liability under any law, rules or regulations as to the accuracy, reliability or completeness of the Tender. The Authority may, at its sole discretion but without being under any obligation to do so, update, improve or supplement the information in this Tender.
- Sole Proprietors, Registered companies, Association of Persons (AOP) and Joint Ventures (JV) complying with criteria given in this document are eligible for this tender, hereafter referred to as Bidders.
- Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without valid documentary evidence, supporting documents and various requirements mentioned in the Bidding Documents are liable to be rejected at the initial stage itself. It is intimated that no objection/revisions/supplement shall be entertained regarding the terms and conditions of the Bidding Document submitted by the bidder.
- The bidders are requested to access the website of Punjab Procurement Regulatory Authority (<http://www.ppra.punjab.gov.pk>) and the PMA portal (www.pma.punjab.gov.pk) for all updates on the tender such as addendums etc.

1. INVITATION TO BID

The Punjab Masstransit Authority invites bids for “SUPPLY OF DIESEL TO GENERATORS AND RENDERING OF ALLIED SERVICES FOR MULTAN METROBUS SYSTEM (MMBS)”

1.1 PPRA RULES TO BE FOLLOWED

Punjab Procurement Rules 2014 updated from time to time will be strictly followed. These may be obtained from PPRA's website:

<http://ppra.punjab.gov.pk>

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules 2014.

1.2 MODE OF ADVERTISEMENT(S)

As per Rule 12, this Tender is being placed online at PPRA's website and PMA Portal (www.pma.punjab.gov.pk), as well as being advertised in print media.

1.3 INSTRUCTIONS TO BIDDERS

1.3.1 Bids shall be dropped in Tender Box placed at the office of The Punjab Masstransit Authority, 5th floor, Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore, Pakistan, on or before **1100 hours on 6th July, 2017**. The Technical Proposals shall be opened at **1130 hours on 6th July, 2017**.

1.3.2 The Procurer shall hold a pre-bid meeting at **1100 hours on 23rd June, 2017** at its office.

1.3.3 All bids must be accompanied by a Demand Draft or Pay Order of an amount of PKR 300,000/- (PKR Three Hundred Thousand Only). The bids along with the Demand Draft / Pay Order, Tender Forms, Affidavits, etc., must be dropped in the Tender Box placed at the office of The Punjab Masstransit Authority, 5th floor, Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore, Pakistan, on or before the mentioned date and time..

1.3.4 Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the services must be received in writing at the office of The Punjab Masstransit Authority at the correspondence address or via e-mail, by **22rd June, 2017**.

1.3.5 Bidders shall submit bids which comply with the Bidding Document. Alternative bids will not be considered. The attention of bidders is drawn to the provisions of clause 10 of this document “Bidder's Eligibility and Bid Responsiveness” regarding the rejection of Bids which are not substantially responsive to the requirements of the Bidding Document.

1.3.6 The contact details for all correspondence in relation to this bid are as follows:-
Manager Operations Technical, Punjab Masstransit Authority, 5th Floor Arfa Software

Technology Park, 346-B, Ferozepur Road, Lahore - Pakistan, Email: rizwan.aziz@pma.punjab.gov.pk

- 1.3.7 Bidders are required to state, in their proposals, the name, title, fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.
- 1.3.8 The Procurer will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- 1.3.9 The Procurer reserves the right to cancel the tender, accept or reject one or all bids without assigning any reason.

2. DEFINITIONS AND INTERPRETATIONS

In this Tender document (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the context requires otherwise:

- 2.1. **Applicable Laws** shall mean laws of the Government of Pakistan and the Government of Punjab
- 2.2. **MMBS** shall mean the Multan Metrobus System
- 2.3. **PMA** shall mean The Punjab Masstransit Authority, established by the Government of Punjab under the Punjab Masstransit Authority Act, 2015.
- 2.4. **Client / Procurer** shall mean The Punjab Masstransit Authority (PMA)
- 2.5. **Successful Bidder** shall mean the qualified Bidder with the lowest financial bid for providing services required under this RFP, who has the probability of award of contract, subject to necessary approvals and applicable policies.
- 2.6. **Bidder** shall mean a Registered Company or an Association of Persons (AOP) or a Joint Venture that has submitted its bid as per the criteria/specifications listed.
- 2.7. **Contract** shall mean the Service level agreement proposed to be entered into between the Procurer and the successful bidder, including all attachments and all documents incorporated by reference therein.
- 2.8. **Monthly Charges** shall mean the amount payable by the Procurer to the Service Provider for one month of Services.
- 2.9. **Pre-Bid Meeting** shall mean the meeting conducted by the Procurer on the given date and time prior to the actual date of bid opening.

- 2.10. RFP** shall mean Request for Proposals, including any amendments that may be made by the Procurer for the selection of bidder.
- 2.11. Proposal** shall mean the package containing the Financial and Technical bid for the provision of services proposed to be rendered by the Bidder in response to this RFP.
- 2.12. Services** shall mean the tasks to be performed by the Service Provider
- 2.13. GoPb** shall mean The Government of the Punjab
- 2.14. GoP** shall mean The Government of Pakistan
- 2.15. At grade** shall mean at ground level
- 2.16. Elevated** shall mean above the ground level
- 2.17. Fuel or Diesel** shall mean High Speed Diesel (HSD)
- 2.18. Acceptable Fuel Spillage** shall mean total fuel spillage within 10 liters per month
- 2.19. Deficient Fuel** shall mean that actual Diesel quantity (in liters) delivered to a site is less than the invoiced quantity and is further explained in Clause 5.6.
- 2.20. Sub-Standard Fuel** shall mean a sample of fuel, collected in the presence of the Service Provider, established as sub-standard in light of test result of a reliable lab, approved by the Client, due to deviation of more than 5% from the Maximum and Minimum levels prescribed in the Pakistan Standards Institute (PSI) specifications for High Speed Diesel (Annex - M), except in the case of Sulfur content.
- 2.21. Material deviation or reservation** is one which affects the scope, quality or performance of the Services or limits the Procurer's rights or the Bidder's obligations under the Contract.
- 2.22. Registered Company** shall mean a company registered with the Securities & Exchange Commission of Pakistan (SECP).
- 2.23. Joint Venture (JV)** shall mean an association of up to four business entities formed as per requirements listed in section 12 of this RFP.
- 2.24. Association of Persons (AOP)** shall mean a firm registered under the Partnership Act.

3. HEADINGS AND TITLES

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

4. NOTICE

4.1. In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Service Provider and the Procurer, the same shall be:

4.1.1. In writing;

4.1.2. Issued within reasonable time;

4.1.3. served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and

4.1.4. The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

5. CONTRACTUAL OBLIGATIONS, RIGHTS AND RESPONSIBILITIES OF THE PROCURER/CLIENT

The PMA Shall:

- 5.1. Make payment of Diesel and Services Provided as per clause 9 "Payment" of this RFP.
- 5.2. Be responsible for the conduct and functioning of all staff employed in the PMA and ensure its staff maintains polite and courteous behavior towards the Service Provider.
- 5.3. Upon completion of the contract period, the PMA shall re-advertise the RFP for fuel supply services.
- 5.4. Investigate, in collaboration with the Service Provider, any incident of theft of Fuel and assess the extent of quantity stolen.
- 5.5. Issue entry card/permit to the Service Provider for its staff, vehicles (staff/delivery), or any other personnel essentially required by the Service Provider for provision of fuel supply services under the terms of this RFP, within reasonable time after the initiation of such request by the Service Provider.
- 5.6. Develop trends of Diesel consumption using generator operating hours, delivered quantity and generator levels data provided by the Service Provider to evaluate discrepancies related to invoicing. Upon identification of such discrepancies established between and within Generators, the Client shall require the Service Provider to investigate and explain such discrepancies. Unexplained discrepancies or discrepancies without adequate justification, below 95% statistical confidence level shall be termed as 'Deficient Fuel'. The cost of 'Deficient Fuel' as established by the client shall be replenished by the Service Provider as a deduction from proceeding invoice. Decision of the PMA in this regard shall be final and binding on the Service Provider.

- 5.7. Be authorized to inspect decanting of fuel, condition of tank lorries, use of a Digital Testing Kit, or arrange testing of calibration of dispensing units or the flow meters in light of SOPs provided by the Service Provider as and when it so desires.
- 5.8. The Client shall hand over the existing fuel assembly to the Service Provider in working condition.
- 5.9. The Client shall abide by mutually agreed SOPs as per Clause 6.1.9

6. SCOPE OF WORK / SERVICES REQUIRED

The Punjab Masstransit Authority invites bids for supply of Diesel to MMBS Generators and rendering of allied services. The scope of this Tender covers a total of 45 Gensets. There are two Generators installed at each MMBS Station. In total, there are 21 Generators of 100 KVA each and 21 Generators of 200 KVA each with base tank of 190 liters and 340 liters respectively. Auxiliary fuel tanks of 500 liters (approximately) have also been installed at each station which serves both 100 KVA and 200 KVA Generators. One Generator of 150 KVA installed at Pumping station along the corridor with base tank of 327 liter (approximately). Two generators of 250 KVA each with base tank of 390 liters served by one Auxiliary fuel tank of 500 liters (approximately) will be installed for PMA Command & Control Centre Multan. General specifications of generators are provided as Annexure - L.

6.1. SPECIFIC REQUIREMENTS

The Service Provider shall:-

- 6.1.1. Provide fueling of diesel generators and timely evacuation from the corridor during non-operational hours as scheduled and directed by the Client. The Service Provider may propose new or change in filling schedule and request for its approval from the Client.
- 6.1.2. Arrange refueling of generators in a manner that during the bus operation hours the need to refuel any or all of the generators does not arise except Gensets at Pumping Station and Control Center.
- 6.1.3. Ensure security of fuel present in generators and auxiliary tanks, on 24-hour basis, 7 days per week (including public holidays), by implementing a system of theft prevention duly approved by the Client.
- 6.1.4. Guard against dispensing of impure or substandard Diesel to protect warranty rights of PMA by performing basic quality tests (Graduated Cylinder (1 L) Fuel Test, water test and flash point test) at each delivery.
- 6.1.5. Ensure accurate recording of fuel quantity supplied/decanted.
- 6.1.6. Control and monitor spillage during decanting of Diesel.

- 6.1.7. Control unauthorized access to flow meters, auxiliary tanks, fuel delivery pipes from auxiliary tank to base tank, and control valves.
- 6.1.8. Recognize and respond to security threats or breaches.
- 6.1.9. Establish, and provide the Client with Standard Operating Procedures (SOPs) for approval to re-fuel Generators and Auxiliary tanks and strictly abide by them.
- 6.1.10. Maintain on-site as well as off-site record (e.g. log book) of all re-fueling activity. (Generator readings, quantity delivered at each supply, flow meter and graduated material dip rod readings etc.). Graduated dip rods must be made available at each station and shall be handed over and kept under the custody of Station Security Manager at the initiation of the Contract
- 6.1.11. Make available two Tank Lorries of sufficient storage capacity to smoothly undertake and perform the scope of work. The tank Lorries must be in good working condition and be equipped with sealed digital dispensing units and a power supply/source (e.g. generator) to effectively carry out the decanting process including providing power to the flow-meter to be installed by Service Provider and owned by PMA (at time of commissioning) with the Auxiliary fuel tank of the generator. The Service Provider shall be responsible for the prompt removal of vehicles broken down inside the MMBS corridor.
- 6.1.12. Supply, install, test, commission (within 60 days of the award of contract), operate & maintain and replace immediately when its condition so warrants, high quality, digital, branded, sealed, flow-meter on Auxiliary fuel tank available with each generator.
 - a. Power Supply 12 or 24 VDC
 - b. Count Scope 1- 9999.99 Liters
 - c. Flow Range 05-90 Liters/Min
 - d. Range of Operation Temperature 0-50 C
 - e. Accuracy $\pm 1\%$
 - f. Backlit liquid crystal display (LCD) of digital meter
 - g. Paint Powder coating
 - h. Fuel Intake socket of flow meter, designed such that fuel nozzle of dispensing unit should fit into the socket properly and there should be no leakage during fueling.
 - i. Counter Reset button
 - j. Water proofing
 - k. Lid/lock to secure the display unit and interface of the flow meter.
 - l. To avoid from unauthorized access the flow meter should be encapsulated in steel casing with locking arrangement. The arrangement should be such that it can be opened and closed for inlet of flow meter during fueling. Furthermore, the size of steel casing should be greater than flow meter, so that flow meter can easily be dismantled and installed again if required for maintenance/ replace / repair / restore.
 - m. A system to measure fuel level in auxiliary tank by graduated dip rod.

- n. A backup battery in the meter to ensure safety of filling data if there is any power disconnection/failure during the fuel filling process.
- o. Online connectivity to send filling data

The flow-meters shall be used to monitor the quantity decanted into the Auxiliary tank at each delivery; therefore, the flow-meters must be of such quality/specifications that their readings, after calibration, should match those displayed by the dispensing unit attached on the delivery vehicle.

The Service Provider shall arrange a renowned third party to enable automatic sending of filling data from flow meters ((e.g. Generator/Tank ID, Quantity, Date, Time etc.) to online web portal and Mobile App through GSM/GPRS connectivity within 60 days of the award of contract. The Service Provider shall provide and maintain with customization as per Client's requirements, the web portal and Mobile App which shall be used by the Client to view data in the form of filling reports. The online report must be viewable within 08 hours after completion of each filling and must at least show flow meters readings (flow meter installed on Auxiliary Tank and Lorry) manually and jointly noted by PMA and Service Provider's team during each filling, along with auto sent data. The Service Provider shall ensure that access to online connectivity feature of flow meters is restricted to PMA desired users and kept as confidential matter up to the possible extent. The online readings may only be used for data verification purposes.

- 6.1.13. The flow-meters owned by PMA shall be used to monitor the quantity decanted into the Auxiliary tank at each delivery; therefore, the flow-meters must be in such condition that their readings, after calibration, should match those displayed by the dispensing unit attached on the delivery vehicle. For Payment of fuel decanted, lower of the two readings shall be adopted. The requirements for calibration of flow-meters and dispensing unit are provided in coming sections.
- 6.1.14. In order to ensure accurate readings of decanted fuel quantity, the Service Provider shall ensure timely calibration of both the dispensing units installed on the delivery vehicles, and the flow-meters installed on the auxiliary fuel tanks, through a recognized agency/firm, as approved by the Client. At the minimum, the calibration shall be conducted on a quarterly basis or earlier as may be needed. The calibration reports shall be submitted to the Client within one week of the end of the quarter. Under no circumstances shall the flow-meters be removed / replaced without prior approval of the PMA.
- 6.1.15. Provide complete Operation and Maintenance of fuel supply assembly owned by PMA till base tank of Gensets in complete healthy working condition. The assembly includes flow meters, auxiliary tanks, graduated dip rods, fuel delivery pipes from auxiliary tank to base tank, control valves, locking arrangement and other allied equipment / parts. Operation and Maintenance shall also include repair / replacement / restoration of

equipment/ parts without any effect to PMA ownership rights and leveling of auxiliary tanks if required.

- 6.1.16. The Service Provider shall ensure calibration of all auxiliary tanks installed on sites and provide calibration reports and Dip charts (within 30 days of the award of contract). Also provide the calibration reports of auxiliary tank after each six (06) months thereafter through a recognized agency/firm, as approved by the Client. The Service Provider shall also provide dip chart for base tank.
- 6.1.17. Develop detailed Standard Operating Procedures (SOPs) for the following, to the satisfaction of PMA, and strictly abide by them:
 - a. Decanting of fuel
 - b. Lab testing of delivered fuel; the Service Provider shall arrange lab test report, of a randomly drawn sample of fuel taken in presence of representative(s) from both PMA and the Service provider, twice a month. The Services of a company (lab) of repute and approved by PMA shall be utilized for lab tests. The specifications of Pakistan Standards Institute (PSI) for High Speed Diesel shall be treated as benchmark for quality (Annex - M).
- 6.1.18. Conduct activities including fueling, shifting from auxiliary tank to base tank, collection of readings (including but not limited to graduated dip rod readings for auxiliary and base tank, engine running hours, percentage fuel level) and submission of reports as per schedule defined by the Client. The reports shall be as per prescribed format of the Client. The number and format of the reports are subject to change as need arises, decided by the Client.
- 6.1.19. Ensure operational readiness to provide services and implement all controls (equipment, hardware, processes, mechanisms etc.) required under this RFP by the time of signing of the contract. Failure to achieve operational readiness may delay/cancel signing of the Contract , result in forfeiture of the Performance Security or imposition of liquidated damages.

6.2. GENERAL REQUIREMENTS

The Service Provider shall :-

- 6.2.1. Abide by all the rules and regulations laid down by the Client
- 6.2.2. Employ and engage trained and skilled staff (within 21 days of the award of contract) reasonably required to complete the duties of this contract to the satisfaction of the Client.
- 6.2.3. Provide the list of Service Provider's personnel, along with their basic information, to the Client for security clearance and issuance of permit to the MMBS Corridor. Furthermore, the Service Provider shall provide registration details of vehicles, used for delivery and otherwise essential for the execution of services, requiring access to

MMBS corridor during refueling hours.

- 6.2.4. Maintain vigilant supervision over its staff at all times.
- 6.2.5. Provide and cater for any kind of transportation needs for supply of diesel and human resource. The vehicles entered into the corridor must be in good working condition. The Service Provider shall be responsible for the prompt removal of any vehicles broken down inside the MMBS corridor.
- 6.2.6. Be responsible, at all times, for the conduct of its personnel and take prompt and strict disciplinary action against any conduct not in compliance with PMA's rules, regulations and instructions issued from time to time.
- 6.2.7. Ensure presence of its authorized representative(s) at any MMBS site or PMA office at short but reasonable notice when so required by the PMA and respond to queries of PMA in a timely manner.
- 6.2.8. Be responsible for the medical and accidental insurance of its staff, payment of all dues like Social Security, EOBI. The PMA shall not accept any responsibility of the designated personnel in the event of death, injury, disability or illness that may take place while performing/executing services required under the scope of this RFP. Any compensation or expenditure towards the treatment of such injury/disability or loss of life shall be the sole responsibility of the Service Provider.
- 6.2.9. Be responsible that it does not engage or continue to engage any person having a criminal record/ conviction or otherwise undesirable persons.
- 6.2.10. Agree to remove from the site, whenever required to do so by the Client, any personnel considered by the Client to be unsatisfactory or undesirable, within the limits of scope of work.
- 6.2.11. Be liable to the penalty for any loss incurred or suffered/any damage caused to movable or immovable property of the Client, on account of delayed, deficient or inadequate Services, or any actions adversely affecting warranty of the Generators, or supply of substandard fuel, or interruption in the smooth operations of Metrobus Service for reasons directly and solely attributable to the Service Provider.
- 6.2.12. Report immediately to the PMA any kind of material incident (to the extent of scope of Service Provider required as per this Contract) including but not limited to spillage of fuel, fuel theft, damage to MMBS property and provide photographs of the incident.
- 6.2.13. Ensure their personnel do not enter into the MMBS territory without valid entry cards/permit issued by the Client.

7. CONTRACT TYPE AND DURATION

A service level agreement for Fuel Supply services for an initial period of five (05) years, extendable up to three (03) years subject to satisfactory performance, shall be executed between the Procurer and the Service Provider. In case of extension of contract, new monthly price shall be worked out based on the following formula which shall remain valid till three (03) years of extension.

$$\text{New Monthly Price} = \sum_{n=1}^5 [\text{Adjusted Bid Value}_{n-1} \times (1 + \text{CPI}_n)] - [\text{Bid Value} \times 0.125]$$

Where:-

CPI = General Consumer Price Index inflation on YoY basis expressed as percentage (for e.g 5% = 0.05)

n = Contractual years from 1 to 5

CPI_n = CPI value for the nth year

Adjusted Bid Value_{n-1} = Bid Value adjusted in previous year of nth year if applicable

8. PENALTIES

In case of non-performance of the service provider for scope of work/responsibility or its obligation, fines shall be charged as provided in **Section 48**.

9. PAYMENT

The Client shall make payment for the Services provided, to the Operator, in Pak Rupees through crossed cheque. In case of JV, the cross cheque shall be in the name of JV member nominated by lead member.

9.1. The procedure for payments of Diesel Supplies to the Service Provider shall be as under:

9.1.1. The price of Diesel shall be paid on the regulated Diesel price.

9.1.2. Payment of invoice shall be made within 7 days of receipt of the invoice. However, the invoice would be processed only if it is accompanied by reports required under clause 6.1.18.

9.1.3. All payments shall be subject to applicable tax laws, rules and regulations.

9.2. The procedure for payment of Service fee for Fuel Supply Services shall be as under:

9.2.1. The Service Provider shall submit an Invoice to the Client after completion of a month. The Invoice shall state the amount claimed and set forth in detail particulars of Services rendered during the month.

- 9.2.2. The Client shall issue a Certificate of Payment to the Service Provider, verifying the amount due, within ten days of receipt of this Invoice. The Client may withhold a Certificate of Payment on account of defect(s) / short coming(s) in the services provided. The Client may also make any correction or modification in a Certificate of Payment that properly be made in respect of any previous certificate.
- 9.2.3. The Client shall pay the amount verified in the Certificate of Payment within ten (10) days of receipt of Service Provider's acceptance on the issued Certificate of Payment. Payment shall not be made in advance.
- 9.2.4. Payments shall be made against satisfactory delivery of services as per terms and conditions of the contract.

10. BIDDER'S ELIGIBILITY AND BID RESPONSIVENESS

An eligible Bidder shall be one which qualifies all of the following:

- 10.1. Is a Registered Company or an Association of Persons engaged primarily in petroleum business or a Joint Venture (formed under provisions of section 12 of this RFP).
- 10.2. Is a Income tax registered firm (Applicable to all members in case of JV
- 10.3. Is accompanied by the required Tender Security as part of financial bid envelope;
- 10.4. Conforms to all terms and conditions of the Tender Document, without material deviation or reservation
- 10.5. The Tender determined as not substantially responsive shall not subsequently be made responsive by the Bidder by correction or withdrawal of the material deviation or reservation. However, the Procurer may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender; but subject to approvals of the Bid Evaluation Committee.

11. TENDER COST

The Bidder shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the PMA shall in no case be responsible / liable for those costs / expenses.

12. JOINT VENTURE (JV)

Joint ventures are eligible for this tender, as long as the joint venture complies with the following conditions:

- 12.1. The Bidders may form a joint venture of a maximum of four Bidders. Each entity in JV must be a Sole Proprietor, Registered Company or an Association of Persons. A Memorandum of Understanding (MOU) signed by all the JV partners shall be submitted with the Tender. The JV so formed shall remain in existence during the currency of the contract.

- 12.2. One JV partner will be designated as the 'Lead partner' having engaged primarily in petroleum business who would enter into a legal contract with the Procurer and would be liable to incur liabilities, pay due amount to the Procurer and receive instructions for and on behalf of any or all the JV partners. A power of attorney to that effect, legally executed, signed by all the JV partners must be submitted with the Tender.
- 12.3. All the JV partners shall be jointly and severally liable for the execution of the Agreement in accordance with the terms and conditions of the Contract. The Tender, and in case of successful Tender, the Agreement to that effect, shall be signed by the Lead partner.
- 12.4. JV partners other than the Lead partner would also be bound by the terms and conditions of the contract.

13. EXAMINATION OF THE TENDER DOCUMENT

The Bidder is expected to examine the Tender Document, including all instructions and terms and conditions.

14. AMENDMENT OF THE TENDER DOCUMENT

- 14.1. The Procurer may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 14.2. The Procurer may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Procurer and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

15. PREPARATION / SUBMISSION OF TENDER

The Tender and all documents relating to the Tender, exchanged between the Bidder and the Procurer, shall be in English. Any printed literature furnished by the Bidder in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.

- 15.1. The Tender shall be submitted along with the prescribed Forms, Annexes, Documents, etc. which shall be typed, completely filled in, stamped and signed by the Bidder or his authorized representative. In case of copies, photocopies may be submitted.
- 15.2. The bidder shall ensure that Technical Proposal contains all documents listed below. The same list is also mentioned in Annexure-A. Bidders must ensure that all required documents are present in the bid with proper tagging bearing serial no of the document as mentioned in Annex A.
 - 15.2.1. Covering letter duly signed and stamped by authorized representative (Annex B)

- 15.2.2. Technical Proposal Submission Form (Annex C)
 - 15.2.3. Registration Certificate of Sole Proprietor/Company / AOP along with MOU in case of JV
 - 15.2.4. Tender Security as prescribed in the tender document (sealed in a separate envelope)
 - 15.2.5. Valid Registration Certificate for Income Tax (Applicable to all members in case of JV)
 - 15.2.6. Technical Evaluation (Annex D) including the following attachments:-
 - 15.2.6.1. Verifiable Details of Clients along with particulars including company name, address, focal person, Contact No and average monthly consumption.
 - 15.2.6.2. For evidence of experience: At least Income Tax returns of the first and last applicable year of quoted experience. In case of non-applicable year, any documentary evidence such as sales tax returns, invoices etc. For Petrol Pump Operators, Sales Certificates from OMC's for quoted period or any other valid evidence(In case of JV applicable to any one member)
 - 15.2.6.3. For evidence of Revenue: Audited Financial Statements or Income Tax Returns for last three years or since inception if earlier. In case of non-applicable year, any documentary evidence such as sales tax returns, invoices. For Petrol Pump Operators, Sales Certificates from OMC's for last three years or since inception if earlier.
 - 15.2.6.4. For evidence of Storage Tanks: Verifiable license from Explosive Department, Lease Agreement in case of storage in lease. Pictorial proof of storage tanks for which Client shall have the rights of site verification.
 - 15.2.7. Financial Capacity of the Bidder (Annex E)
 - 15.2.8. Power of Attorney (Annex F)
 - 15.2.9. Undertaking (Annex G).
 - 15.2.10. Affidavit (Annex H)
- 15.3. The Financial Proposal shall contain the following documents duly signed and stamped:
- 15.3.1. Financial Proposal Submission Form (Annex I)
 - 15.3.2. Financial Proposal (Annex J)
- 15.4. The Bidder shall follow the instructions laid down as under:
- 15.4.1. 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]

- 15.4.2. 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]
[Name of the Procurer]
[Address of the Procurer]
[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

- 15.4.3. The Bidder shall seal the Original Financial Proposal in an envelope duly marked as under:

Envelope No. 2A: Original Financial 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]

- 15.4.4. The Bidder shall seal the Duplicate Financial Tender in an envelope duly marked as under:

Envelope No. 2B: Duplicate Financial 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]

- 15.4.5. The Bidder shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:

Envelop No. (1+2)A: Original Tender for [Name of Tender]
Strictly Confidential
Open on [Last Date of submission of the Tender]
[Name of the Procurer]

[Address of the Procurer]
[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

- 15.4.6. The Bidder shall again seal the sealed envelopes of Duplicate Technical Proposal and the Duplicate Financial Proposal in an outer envelope, duly marking the envelope as under:

Envelope (1+2) B Duplicate Tender for
Tender Name [Name of Tender]
Strictly Confidential
Open on [Last Date of submission of the Tender]
[Name of the Procurer]
[Address of the Procurer]
[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

- 15.4.7. The Bidder shall again seal Envelope Nos. (1+2)A and (1+2)B in a single envelope titled "BID FOR SUPPLY OF DIESEL TO GENERATORS AND RENDERING OF ALLIED SERVICES IN MULTAN METROBUS SYSTEM (MMBS)".

- 15.4.8. The Bidder shall enclose soft copies of the Financial Proposals, including all Forms, Annexes, Drawings, Documents, etc. in the form of MS Word Documents, MS Excel Worksheets and Scanned images, with the hard copies.

- 15.4.9. The Tender shall be mailed through a registered courier or hand-delivered to reach at the procurer's office before the closing date and time (last day of application)

15.5. It is obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, Annexure, drawings, forms and all relevant documents as part of the bids submitted by the Bidder. Noncompliance with the same may cause the rejection of the bid at the time of opening.

15.6. The Tender and all documents relating to the Tender, exchanged between the Bidder and the Procurer, shall be in English. Any printed literature furnished by the Bidder in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.

16. TENDER PRICE

16.1. The quoted Annual Fee shall be:

16.1.1. Best / final / fixed and valid until completion of all obligations under the Contract

16.1.2. In Pak Rupees (PKR)

16.2. If not specifically mentioned in the Tender(s), it shall be presumed that the quoted Monthly Fee is as per the above requirements.

17. TENDER SECURITY

17.1. The Bidder shall furnish the tender Security, equal to PKR 300,000/- in shape of Demand Draft / Pay Order issued by a scheduled bank in favor of Client, as part of the Technical bid envelope (sealed in a separate envelope), failing which will cause rejection of bid.

17.2. The proceeds of the Tender Security shall be payable to the procurer, on the occurrence of any of the following conditions:

17.2.1. If the Bidder withdraws the Tender during the period of the Tender validity specified by the Bidder on the Tender Form; or

17.2.2. If the Bidder does not accept the corrections of his Total Tender Price; or

17.2.3. If the Bidder, having been notified of the acceptance of the Tender by the PMA during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

17.3. The Tender security shall be returned to the unsuccessful bidders following the financial bid opening procedure. Tender security of the successful Bidder will be retained by the Procurer and returned to the successful bidder upon provision of Performance Security.

18. TENDER VALIDITY

The Tender shall have a minimum validity period of one hundred and eighty days (180) days from the last date for submission of the Tender. The Procurer may solicit the Bidder's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Bidder agrees to the extension of validity period of the Tender, the validity period of the Tender security shall also be suitably extended. The Bidder may refuse extension of validity period of the Tender, without forfeiting the Tender security.

19. MODIFICATION / WITHDRAWAL OF THE TENDER

19.1. The Bidder may, by written notice served to the procurer, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

19.2. The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Tender Security.

20. CLARIFICATION OF THE TENDER BY THE PROCURER

The Procurer shall have the right, at its exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Bidder(s). No change in the Annual Service Fee or in substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is the sole discretion of the procurer.

21. CORRECTION OF ERRORS

- 21.1. The Tender shall be checked for any arithmetic errors which shall be rectified. If there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form; the amount in words, shall govern.
- 21.2. 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.

22. REJECTION / ACCEPTANCE OF THE TENDER

- 22.1. The PMA shall have the right, at its exclusive discretion, to change terms and conditions, accept a Tender, reject any or all tender(s), cancel / annul 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 PMA's action, and without thereby incurring any liability to the Bidder and the decision of the PMA shall be final.
- 22.2. The Tender shall be rejected if any of the following occurs:
 - 22.2.1. It is substantially non-responsive
 - 22.2.2. It is submitted in other than prescribed forms, documents / by other than specified mode
 - 22.2.3. It is incomplete, un-sealed, un-signed, hand written, partial, conditional, alternative, or late
 - 22.2.4. It is subjected to interlineations / cuttings / corrections / erasures / overwriting
 - 22.2.5. The Bidder refuses to accept the corrected Total Tender Price
 - 22.2.6. The Bidder has a conflict of interest with the procurer
 - 22.2.7. The Bidder tries to influence the Tender evaluation / Contract award
 - 22.2.8. The bidder engages in corrupt or fraudulent practices in competing for the Contract award
 - 22.2.9. 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
 - 22.2.10. The Bidder submits any financial conditions as part of its bid which are not in conformity with the tender document
 - 22.2.11. The Bidder fails to submit the required bid security.
 - 22.2.12. The Bidder fails to achieve minimum scoring criteria in Technical Evaluation.

23. ACCEPTANCE LETTER (LETTER OF INTENT)

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

24. PERFORMANCE SECURITY

- 24.1. The successful Bidder shall furnish Performance Security as under (refer to Annex K):
 - 24.1.1. Within ten (10) working days of the receipt of the Acceptance Letter from the procurer;

- 24.1.2. in the form of a Bank Guarantee, issued by a scheduled bank rated "A" or above by PACRA or JCR-VIS operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Client;
 - 24.1.3. Denominated in Pak Rupees;
 - 24.1.4. Have a minimum validity period of one year from the date of award notification or until the date of expiry of yearly support period
 - 24.1.5. The successful Bidder shall submit a Bank Guarantee of 10% of the quoted Annual Service Fee with an undertaking to renew the Bank Guarantee before the end of each year on yearly basis, one month prior to expiry of the submitted bank guarantee.
- 24.2. The proceeds of the Performance Security may be payable to the Procurer on occurrence of any of the following conditions:
- 24.2.1. If the Service Provider commits a default under the Contract
 - 24.2.2. As adjustment against any amount imposed as a fine by the Procurer for irregularities committed by the Service Provider
 - 24.2.3. As adjustment against any outstanding payment decided by the Procurer
 - 24.2.4. If the Service Provider fails to submit the bank guarantee for the next year one month before the expiry of already submitted bank guarantee
 - 24.2.5. If the Service Provider fails to fulfill any of the obligations under the Contract
 - 24.2.6. If the Service Provider violates any of the terms and conditions of the Contract.
 - 24.2.7. If the Service Provider terminates the contract for convenience
 - 24.2.8. If the Service Provider fails to achieve Operational readiness to provide services and implement all controls (equipment, hardware, processes, mechanisms etc.) required under this RFP by the time of signing of the contract.
 - 24.2.9. As adjustment against any of the penalties requiring forfeiture of Performance Security as specified in Annexure-D.
- 24.3. The Service Provider shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Bidder within thirty working days after the expiry of its validity on written request from the Service Provider.

25. REDRESSAL OF GRIEVANCES OF THE BIDDERS

- 25.1. The Procurer shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the Contract.
- 25.2. Any Bidder feeling aggrieved by any act of the Procurer after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report.
- 25.3. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 25.4. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

25.5. Any Bidder not satisfied with the decision of the committee constituted by the Procurer may follow the process mentioned vide Statutes and Regulations.

DRAFT CONTRACT

TERMS & CONDITIONS OF THE
CONTRACT FOR THE SUPPLY OF DIESEL TO GENSETS AND RENDERING OF ALLIED SERVICES IN
MULTAN METROBUS SYSTEM (MMBS)

**WILL BE SIGNED OFF BETWEEN PUNJAB MASSTRANSIT AUTHORITY, GOVERNMENT OF THE
PUNJAB, AND THE SERVICE PROVIDER**

Contract for

**THE SUPPLY OF DIESEL TO GENSETS AND RENDERING OF ALLIED SERVICES IN
MULTAN METROBUS SYSTEM (MMBS)**

between

PUNJAB MASSTRANSIT AUTHORITY



And

SUCCESSFUL BIDDER

Dated:

26. SAMPLE AGREEMENT

FOR THE SUPPLY OF DIESEL TO GENSETS AND RENDERING OF ALLIED SERVICES IN MULTAN METROBUS SYSTEM (MMBS)

This CONTRACT/ AGREEMENT is made on this ___ [date] day of _____ [month], _____ [year] (hereafter referred to as "Agreement")

BY AND BETWEEN

THE PUNJAB MASSTRANSIT AUTHORITY (PMA), established under The Punjab Masstransit Authority Act XXXIII of 2015, 5th Floor, Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore, through Managing Director, PMA (hereinafter referred to as "the Client"), which expression shall, wherever the context so permits or requires, mean and include its successors-in-interest, nominees, legal representatives, executors, administrators, transferees, attorneys and permitted assigns, on the ONE PART;

AND

[Successful Bidder / Contractor Full Name] through its [Signatory Name] having its registered office at [Complete Address] (hereinafter called the "Contractor") which expression shall include its successors-in-interest, legal representatives, executors, administrators, transferees, attorneys and permitted assigns on the OTHER PART.

The Client and the Service Provider are hereinafter collectively referred to as the "Parties" and individually as the "Party".

27. RECITALS

WHEREAS,

- (a) The GoPb through the Client intends to spend a part of its budget / funds for making eligible payments under this contract. Payments made under this contract will be subject, in all respects, to the terms and conditions of the Contract in lieu of services as described in the contract;
- (b) The Client has requested the Service Provider to provide certain services as described in Tender Document; and
- (c) The Service Provider, having represented to the Client that it has the required professional skills, personnel technical and financial resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

28. COVENANT

- 28.1. The Service Provider hereby covenants with the Client to supply services, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Client to the Service Provider.
- 28.2. The Client hereby covenants with the Service Provider to pay the Service Provider, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Services.

29. ANNEXES TO THE AGREEMENT:

- 29.1. The following shall be deemed to form and be read and construed as part of this Contract:
 - 29.1.1. The Tender Document/RFP
 - 29.1.2. Bidder's Proposal
 - 29.1.3. Acceptance Letter (Letter of Intent)
 - 29.1.4. Terms and Conditions of the Contract
 - 29.1.5. Special Stipulations
 - 29.1.6. The Technical Specifications
 - 29.1.7. Tender Form
 - 29.1.8. Price Schedule
 - 29.1.9. Affidavit(s)
 - 29.1.10. Authorized Dealership / Agency Certificate
 - 29.1.11. Performance Security
 - 29.1.12. Service Level Agreement (SLA)
- 29.2. This Contract shall prevail over all other documents. In the event of any discrepancy / inconsistency within the Contract, the above Documents shall prevail in the order listed above.

30. KEY SERVICE-LEVEL PARAMETERS

Any breach of defined service levels will entail penalties which shall result in deductions in

monthly payments to the Service Provider. Service Level Agreement (SLA) is further elaborated in Section 48 of the RFP document.

31. SIGNING OF THE AGREEMENT

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

For: **PUNJAB MASSTRANSIT AUTHORITY (PMA)** For: **LEGAL NAME OF THE SERVICE PROVIDER/SUCCESSFUL BIDDER**

Signature _____

Signature _____

Name:

Name:

Witnessed By:

Witnessed By:

WITNESSES

Signature _____

Signature _____

CNIC # _____

CNIC# _____

Name _____

Name _____

Designation _____

Designation _____

Address _____

Address _____

GENERAL CONDITIONS OF CONTRACT

32. CONTRACT

The Procurer shall, after receipt of the Performance Security from the successful Bidder, send the Contract provided in the Tender Document, to the successful Bidder. Within ten (10) working days of the receipt of such Contract, the Bidder shall sign and date the Contract and return it to the procurer.

33. CONTRACT DOCUMENTS AND INFORMATION

The Service Provider shall not, without the procurer's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, drawing(s), pattern(s), or information furnished by or on behalf of the Procurer in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

34. CONTRACT LANGUAGE

The Contract and all documents relating to the Contract, exchanged between the Service Provider and the Client, shall be in English. The Service Provider shall bear all costs of translation to English and all risks of the accuracy of such translation.

35. INDEMNIFICATION

The Service Provider agrees to indemnify and hold the Procurer harmless from and against any and all third party claims of infringement of patent or trademark, demands, suits, causes of action, proceedings, judgments, damage costs, expenses and liabilities (including reasonable attorney fees and costs) for bodily injury and property damage to third parties to the extent that such claims arise from the acts or omissions of the Service Provider, its employees, officers, agents etc. or in respect of non-observance of any statutory requirements or legal dues or any nature.

36. ASSIGNMENT / SUBCONTRACT

The Service Provider will not assign or sub-contract its obligations under the Contract, in whole or in part without the prior permission and consent of the Client.

37. TERMINATION FOR DEFAULT

If the Service Provider fails or delays in performance of any of the obligations under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract, engages in any illegal activities, the Client may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Service Provider, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Service Provider; provided that the termination of the Contract shall be resorted to only if the Service Provider does not cure its failure / delay, within fifteen working days(or such longer period as the Procurer may allow in writing), after receipt of such notice. The Performance security shall be forfeited.

38. TERMINATION FOR INSOLVENCY

If the Service Provider (or lead partner in case of JV) becomes bankrupt or otherwise insolvent, the Client may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Service Provider, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Service Provider.

39. TERMINATION FOR CONVENIENCE

- 39.1. The Client may at any time terminate this contract for its convenience. In the event of termination under this clause, the Client will be obligated to pay for loss incurred by the Service Provider on account of Fixed Assets including flow meters and dip rods to be owned by PMA (at the time of commissioning), calculated as Estimated Selling price (at the time of termination) less depreciated value (depreciation to be charged at the rate of 20% of Written Down Value), of the Fixed Assets directly procured for rendering services under this contract.
- 39.2. If the Service Provider wants to terminate the contract for convenience he shall be allowed to do so after giving three months' notice. However, in such an event, the Performance Security of the Service Provider shall stand forfeited. Partial surrender or termination will not be accepted and termination will be considered for the full contract.

40. FORCE MAJEURE

- 40.1. 'Force Majeure Event' shall mean the occurrence of any of the following events or circumstances, or any combination thereof, which are (i) beyond the reasonable control of the affected party, (ii) could not have been foreseen or prevented by the use of or by the exercise of reasonable skill and care, and (iii) have a material adverse effect upon the performance by the affected party of its obligations under the Contract including but not limited to Strikes, lock-outs or other industrial action or labor disputes involving the affected party or its respective sub-contractors, employees or agents.
- 40.2. Invasion, act of war (whether declared or undeclared), armed conflict or act of foreign enemy, blockade, civil war, rebellion, riots, insurrection or civil commotion, Sabotage, kidnapping, terrorism or credible threat of such acts. Epidemics, explosions, chemical or radioactive contamination or ionizing radiation or other radioactive contamination risks in the common form that are not covered by the Service Provider's approved insurance policies
- 40.3. Unusual or extreme adverse weather or environmental conditions or action of the elements, meteorites, aircraft or object falling from aircraft or other aerial devices, the account of pressure waves caused by aircraft or other aerial devices traveling at supersonic speed or other natural disasters.
- 40.4. Act of God. Any event or circumstances of a nature analogous to the foregoing, provided that each of the events described shall constitute a Force Majeure Event to the extent that such events or circumstances are caused by an event or circumstance that is itself a Force Majeure Event, experienced directly by the Bidder.
- 40.5. Force Majeure Events shall not include the following:
- 40.5.1. Late delivery or interruption in the delivery of Goods
 - 40.5.2. Delay in the performance of the Purchase Order by the Bidder or its subcontractor.
 - 40.5.3. Breakdown in machinery or equipment
 - 40.5.4. Normal wear and tear or random flaws in materials, machinery or equipment.

- 40.6. If, by reason of a Force Majeure Event a party is wholly or partially unable to carry out its obligations under the Contract, the affected party shall:
- 40.6.1. give the other party notice of the Force Majeure Event(s) as soon as practicable, but in no event later than the later of forty-eight (48) hours after the affected party becomes aware of the occurrence of the Force Majeure Event(s), or six (6) hours after the resumption of any means of providing notice to the other party. Unless otherwise directed by the Client in writing, the Service Provider shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
 - 40.6.2. provide, wherever appropriate or when reasonably requested to do so by the other party, further information to the other party fully describing the Force Majeure Event(s) and its cause(s), and providing or updating information relating to the efforts of the affected party to avoid and/or to mitigate the effect(s) thereof; and estimates, to the extent practicable, of the time for which the affected party reasonably expects it shall be unable to carry out any of its affected obligations due to the Force Majeure Event(s).
- 40.7. The affected party shall notify to the other party of the cessation of the Force Majeure Event and of its ability to recommence performance of its obligations under this Purchase Order as soon as possible and in any event not later than seven (7) days after the cessation of the events described above.
- 40.8. The Service Provider shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent of his failure/delay in performance/discharge of obligations under the Contract is the result of an event of Force Majeure.

41. DISPUTE RESOLUTION

- 41.1. The Procurer and the Service Provider shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- 41.2. If, after thirty working days, from the commencement of such informal negotiations, the Client and the Service Provider have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

42. STATUTES AND REGULATIONS

- 42.1. The Contract shall be governed by and interpreted in accordance with the laws of Pakistan. The Service Provider shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees

required to be given or paid and shall keep the Client indemnified against all penalties and liability of any kind for breach of any of the same.

- 42.2. The Courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

43. TAXES AND DUTIES

The Service Provider shall be entirely responsible for all applicable taxes, duties and other such levies imposed by the concerned local, provincial and federal authorities in Pakistan but is exclusive of Sales Tax on Services which shall be added by the Purchaser over and above the quoted amount, as applicable/required under the relevant Tax Laws, to arrive at the Contract Price. Accordingly, the Contract Price shall be subject to adjustments for change in rate of Sales Tax on Services as and when applicable

44. CONTRACT COST

All expenses in respect of the execution and registration of this Agreement shall be borne by the Service Provider and the Procurer shall in no case be responsible / liable for these costs.

45. AUTHORIZED REPRESENTATIVE

- 45.1. The Procurer or the Service Provider may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any or all of the duties/authority, vested in them, to their Authorized Representative, including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation.
- 45.2. The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him/them, by the Procurer, or the Service Provider.
- 45.3. Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.
- 45.4. Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though it had been given by the Principal.
- 45.5. Notwithstanding above clause, any failure of the Authorized Representative to disapprove Services or Works shall not prejudice the right of the Procurer to disapprove such Services or Works and to give instructions for the rectification thereof.
- 45.6. If the Service Provider questions any decision or instruction of the Authorized Representative of the Client, the Service Provider may refer the matter to the Procurer who shall confirm, reverse or vary such decision or instruction.

46. WAIVER

Failure of either party to insist upon strict performance of the obligations of the other party, under the Contract, shall in no way be deemed or construed to affect in any way the right of that party to require such performance.

47. EXTENSIONS IN TIME FOR PERFORMANCE OF OBLIGATIONS UNDER THE CONTRACT

If the Operator encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Operator shall, by written notice served on the Client, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, the Client shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Operator, extend the Operator's time for performance of its obligations under the Contract.

48. PENALTY MECHANISM / SERVICE LEVEL AGREEMENT

The SLA describes target performance levels which the bidder shall aim to deliver for the Services outlined in this Contract. It also lists the procedures for managing unavailability of Services / negligence / inefficiency entirely on part of the Operator, and associated penalties which will be applied if bidder fails to deliver any service performance targets in accordance with this Agreement but subject to availability of concrete evidence.

Sr. No.	Description of Infraction	Penalty for Non-performance
1	Disruption in Operation of Metrobus Service due to failure of Service Provider to timely refuel the generators (within the allocated time slot) or in sufficient quantities.	<p>P = Average No. of boarding Passenger at affected station(s) per hour</p> <p>D = Downtime due to Service Provider's non-performance in hours</p> <p>F = Fare (Rs.) as applicable at the time of invoiced month.</p> <p>$K = P \times D \times F$</p> <p>A penalty of an amount up to 'K' above may be levied</p>
2	Ensure security of fuel present in auxiliary tanks, on 24-hour basis, 7 days per week (including public holidays), by implementing a system of theft prevention.	<p>The Service Provider shall be liable to bear the actual cost of established stolen quantity estimated by the Client.</p> <p>However, it is clarified here that the extent of liability of the Service Provider shall be limited to incidents of theft up to a maximum of 30 days preceding the date of identification of incident.</p>
3	Failure to abide by any rules, regulations, instructions, SOPs, Contractual Obligations laid down by the Client	<p>A x 5000 in PKR per incident</p> <p>Where A = 1 to 10</p> <p>will depend upon the sensitivity of the incident as decided by the Client</p>
4	Failure to perform basic quality testing (Graduated Cylinder Fuel Test, water test and flash point test) at each delivery, as may be reported by a PMA representative/inspector.	<p>10% of Cost of Diesel Delivery (for that particular day) upon 1st occurrence</p> <p>25% of Cost of Diesel Delivery (for that particular day) upon 2nd occurrence</p> <p>50% of Cost of Diesel Delivery (for that particular day) upon 3rd occurrence</p> <p>75% of Cost of Diesel Delivery (for that</p>

		particular day) upon 4 th occurrence <i>The Client may terminate the contract and forfeit performance security upon 4th occurrence</i>
5	Failure to ensure accurate recording of fuel quantity supplied/decanted as may be reported by a PMA representative/inspector.	10% of Cost of Diesel Delivery (for that particular day) upon 1 st occurrence 25% of Cost of Diesel Delivery (for that particular day) upon 2 nd occurrence 50% of Cost of Diesel Delivery (for that particular day) upon 3 rd occurrence 75% of Cost of Diesel Delivery (for that particular day) upon 4 th occurrence <i>The Client may terminate the contract and forfeit performance security upon 4th occurrence</i>
6	Failure to contain spillage within acceptable fuel spillage levels as may be ascertained/reported by a PMA representative/inspector along with a photographic evidence	Cost of Estimated spillage above acceptable fuel spillage level as determined by the Client. + PKR 10,000/-
7	Failure to maintain adequate and up-to-date log book of all re-fueling activity (Generator readings, quantity delivered at each supply, flow meter reading, dip rod readings etc.) OR Failure to submit reports as per prescribed schedule and format	5000 + (B x 1000) per instance in PKR where B is each additional day after the schedule prescribed by the Client
8	Failure to ensure provision of resources including human resource and equipment within time period specified under scope of contract, reasonably required to complete the duties of this contract to the satisfaction of the Client	Amount equivalent to 10% of Performance Security upon issuance of 1 st written notice Amount equivalent to 30% of Performance Security upon issuance of 2 nd written notice Forfeiture of performance security or termination of the contract or heavy penalty as per Client's decision upon non-compliance to 2 nd notice within specified time
9	Failure to ensure presence of its authorized representative(s) at any MBS site or PMA office at short but reasonable notice when so required by the PMA or respond to queries of PMA in a timely manner.	Rs. 20,000 per occurrence
10	Any Loss or damage caused to movable or immovable property of the Client or any	Replacement / repair cost of damage caused as assessed by the Client

	other MBS Service Provider directly and solely attributable to the Service Provider.	
11	Failure to remove broken-down delivery or staff vehicle from the MBS corridor before commencement of Operations	Actual cost of removing broken down vehicle from the MBS corridor if incurred by PMA + Rs. 20,000
12	Failure to arrange backup delivery vehicle within one hour in case of breakdown OR delay in fueling from the prescribed schedule due to poor condition /arrangements of delivery vehicle	PKR 10,000 per incident
13	Failure to comply with O&M requirements as laid in scope of the contract within 24 hours of the identification of fault.	10,000 + (Cx2000) for each incident in PKR where C = each additional hour after 24 hours of identification of fault
14	Failure to calibrate the dispensing units (installed on delivery vehicles), flow-meters (installed on fuel tanks) and auxiliary tanks or failure to provide calibration reports as per scope of the contract	10,000 + (Dx2000) for each incident in PKR where D = each additional day after the schedule prescribed by the Client
15	Ensure its personnel do not enter into the MBS territory without valid entry cards/permit issued by the Client.	The offender shall be liable to pay the prescribed fine under Rule 7 of the Metrobus Authority Rules, 2013, failing which he/she will be prosecuted under the provisions of the Punjab Metrobus Authority Act, 2012.
16	Voidance of Warranty due to supply and use of sub-standard fuel as described in scope of the contract	Up to 10% of the replacement Cost of Generator
17	Failure to arrange lab test as per scope of the contract.	10,000 + (E x 2000) in PKR where E = each additional day after submission date prescribed by the Client

ANNEXURES

FORMS, LETTERS & FORMATS

ANNEXURE - A: TECHNICAL PROPOSAL DOCUMENT CHECKLIST

Note: The bidder shall place tags on documents containing Serial 1 to 10

SUPPLY OF DIESEL TO GENERATORS AND RENDERING OF ALLIED SERVICES IN MULTAN METROBUS SYSTEM (MMBS)		
Bidder's Name:		
Sr. #	List of Documents	Yes (√) / No (x) / Not Applicable (N/A)
1	Covering letter duly signed and stamped by authorized representative (Annex B)	
2	Technical Proposal Submission Form (Annex C)	
3	Registration Certificate of Company / AOP along with MOU in case of JV (In case of JV, applicable to all members)	
4	Tender Security of PKR 300,000/- as prescribed in the tender document (sealed in a separate envelope)	
5	Valid Registration Certificate for Income Tax (In case of JV, Applicable to all members)	
6	Technical Evaluation (Annex D) including the following attachments:-	
6(a)	Verifiable Details of Clients along with particulars including company name, address, focal person, Contact No and average monthly consumption.	
6(b)	For evidence of experience: At least Income Tax returns of the first and last applicable year of quoted experience. In case of non-applicable year, any documentary evidence such as sales tax returns, invoices etc. For Petrol Pump Operators, Sales Certificates from OMC's for quoted period (In case of JV applicable to any one member)	
6(c)	For evidence of Revenue: Audited Financial Statements or Income Tax Returns for last three years or since inception if earlier. In case of non-applicable year, any documentary evidence such as sales tax returns, invoices. For Petrol Pump Operators, Sales Certificates from OMC's for last three years or since inception if earlier.	
6(d)	For evidence of Storage Tanks: Verifiable license from Explosive Department, Lease Agreement in case of storage in lease. Pictorial proof of storage tanks for which Client shall have the rights of site verification.	
7	Financial Capacity of the Bidder (Annex E)	
8	Power of Attorney (Annex F)	
9	Undertaking (Annex G).	
10	Affidavit (Annex H)	

ANNEXURE-B: FORMAT OF COVERING LETTER

To

(Name and address of Client)

Sub: _____.

Dear Sir,

1. Having examined the tender document and Annexure we, the undersigned, in conformity with the said document, offer to provide the services on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
2. We undertake, if our proposal is accepted, to provide the services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the Procurer.
3. We agree to abide by this proposal for the period of 180 days, as per requirement of the tender document, from the last date of submission of this tender and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We agree to execute a contract in the form to be communicated by the client, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
5. Unless and until a formal agreement is prepared and executed, this proposal together with the Procurer's written acceptance thereof shall constitute a binding contract agreement.
6. We understand that the Procurer is not bound to accept any or all of the bid it receive, not to give any reason for rejection of any bid and to defray any expenses incurred by us in bidding.
7. We certify the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered.
8. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.
9. We would like to clearly state that we qualify for this work as our firm/company meets all the pre- criteria indicated in your tender document.

Authorized Signatures with Official Seal, Name & Address

ANNEXURE-C: TECHNICAL PROPOSAL SUBMISSION FORM

Technical Proposal Submission Form

[Location, Date]

To _ (Name and address of Procurer)_

Dear Sir,

We, the undersigned, offer to provide the _(insert title of assignment)_ in accordance with your Request for Proposal/Tender Document dated _(insert date)_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to render services as per the scope of this Tender Document (insert Name of Tender Document)

We also confirm that the Government of Punjab / Pakistan has not declared us ineligible or blacklisted on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,
Yours sincerely,

[Authorized Signature]

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

ANNEXURE-D(0): TECHNICAL EVALUATION CRITERIA

It is mandatory to **score minimum 10 marks in each criteria and a minimum total of 55 marks**. Bidders are cautioned to exercise due diligence while providing documents for evidence. Dubious documents which cannot be substantiated / verified / counter-checked etc. from the issuing authority must not be attached with tender documents. In case of JV, marks shall be evaluated jointly for all members unless stated otherwise.

Sr. No.	Criteria	Max. Marks	Comment/Description	Evidence Required
1	Number of clients with minimum monthly supply of 10,000 liters of Diesel or more*	25	From 5 - 15 Clients =10 Marks From 16 - 25 Clients =15 Marks From 26 - 35 Clients =20 Marks From 36 and above =25 Marks	Verifiable Details of Clients along with particulars including company name, address, focal person, Contact No and average monthly consumption.
2	Number of years of experience in supply of Diesel	30	1 year to 5 years =10Marks 6 year to 10 years = 20Marks 11 years and above = 30 Marks	At least Income Tax returns of the first and last applicable year of quoted experience. In case of non-applicable year, any documentary evidence such as sales tax returns, invoices etc. For Petrol Pump Operators, Sales Certificates from OMC's for quoted period or any other valid evidence (In case of JV applicable to any one member)
3	Average Annual Turnover from petroleum business for the last 3 years or since inception if earlier	30	Rs. 100 M to Rs. 199 M = 10 Marks Rs. 200 M to Rs. 299 M = 20 Marks Rs. 300 M & Above = 30Marks	Audited Financial Statements or Income Tax Returns for last three years or since inception if earlier. In case of non-applicable year, any documentary evidence such as sales tax returns, invoices. For Petrol Pump Operators, Sales Certificates from OMC's for last three years or since inception if earlier.
4	Storage Capacity*	15	10,000 to 50,000 Liters = 10 Marks Greater than 50,000 Liters = 15 Marks	Verifiable license from Explosive Department, Lease Agreement in case of storage in lease. Pictorial proof of storage tanks for which Client shall have the rights of site verification.
TOTAL		100	Minimum Passing Marks = 55	

*Note: Please provide pictures of the Storage facility and list of Clientele qualifying above criteria

ANNEXURE-D: TECHNICAL EVALUATION

To be filled out by the bidder; and by all partners in case of a Joint Venture.

References and supporting documentation required as evidence for each as per RFP

Sr. No.	Criteria	Enter Value / Input
1	Number of clients with minimum monthly supply of 10,000 liters of Diesel or more*	
2	Number of years of experience in supply of Diesel	
3	Average Annual Turnover from petroleum business for the last 3 years or since inception if earlier	
4	Storage Capacity*	

Note:

- In case of JV, the above values at serial 1, 3 & 4 may be combined if both JV partners are suppliers of petroleum products.

ANNEXURE-E: FINANCIAL CAPACITY OF THE BIDDER

The following form requiring financial data shall be filled out by the Bidder; and by all partners in case of a Joint Venture and along with one summary form for all partners. The Procurer reserves the right to request additional information about the financial capacity of the Bidder. A Bidder that fails to demonstrate through its financial records that it has the financial capacity to perform the required Services may be disqualified.

Please Provide the required information for the previous three years or since inception if earlier (most recent to oldest). Also attach balance sheets and Income Statement of your firm for the relevant years.

Financial Information	Year 1	Year 2	Year 3
Information from Balance Sheet:			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
Information from Income Statement:			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			
Net Worth (1) – (3)			
Current Ratio (2) / (4)			

1. Provide information on current or past litigation or arbitration over the last three (3) years as shown in the form below:

Litigation or arbitration in the last three (3) years: No: _____ Yes: _____ (If yes, please provide details below):

Litigation and Arbitration During Last three (3) Years		
Year	Matter in Dispute	Value of Award Against Bidder in PAK Rupees

Authorized Signatures with Official Seal

ANNEXURE-F(0): INSTRUCTIONS FOR PREPARATION OF POWER OF ATTORNEY

1. To be executed by an authorized representative of the bidder.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
3. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
4. In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

ANNEXURE-F: FORMAT OF POWER-OF-ATTORNEY

POWER OF ATTORNEY

(On a Legal / Revenue Stamp Paper of Pakistan / of the bidder's country in the relevant value OR on the bidder's letter head officially signed and stamped)

We (name of the company and address of the registered office) do hereby appoint and authorize Mr. / Ms. (full name and residential address) bearing Pakistan's Computerized National Identity Card (CNIC) no. (Complete CNIC No.) who is presently engaged with us and holding the position of our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for *(insert name of the tender)* in response to the tenders invited by the Punjab Masstransit Authority including signing and submission of all documents and providing information/responses to the Punjab Masstransit Authority in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this ____ day of _____ 20__

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

ANNEXURE-G: UNDERTAKING

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this ____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

ANNEXURE-H: AFFIDAVIT / INTEGRITY PACT

AFFIDAVIT

Integrity Pact

We _(Name of the bidder)_ being the first duly sworn on oath submit, that Mr./Ms. _____ (if participating through agent / representative) is the agent / representative duly authorized by _(Name of the Bidder company)_ hereinafter called the Bidder to submit the attached bid to the Punjab Masstransit Authority. Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the Punjab Masstransit Authority any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the Bidder in the bidding and in the evaluation and selection of the Bidder for contract or for refraining from properly and thoroughly maintaining Operations implementations, reporting violation of the contract specification or other forms of non-compliance.

Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20__

Notary Public

ANNEXURE-I: FINANCIAL PROPOSAL SUBMISSION FORM

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To _(Name and address of Procurer)_

Dear Sir,

We, the undersigned, offer to render services in accordance with the scope defined in the tender document for (Insert name of the tender document) dated (insert date)_ and our Technical Proposal. Our Financial Proposal for a Monthly Service Fee of PKR (insert amount in words and figures)_ is attached.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the tender.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Operators for any part of the Contract, ineligible or blacklisted on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed:

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

ANNEXURE-J: FINANCIAL PROPOSAL

Sr. No.	Item	Monthly Fee (Pakistani Rupees)
1	Service Fee for allied services	X

Qualified bidder with the lowest value of "X" will be considered successful:

Important note:

1. No advance payments shall be made
2. Lowest value of "X" will determine the successful bidder, provided mandatory requirements are met.
3. The Bid Value is exclusive of Sales Tax on Services which shall be added by the Purchaser over and above the quoted amount, as applicable/required under the relevant Tax Laws, to arrive at the Contract Price

I/we confirm that I/we have read and understood the rules and regulations regarding the bidding process for *(insert name of the tender)* and offer my/our acceptance to the terms and conditions contained herein in this bid document.

Name of the Bidder _____

Signature _____

Address _____

ANNEXURE-K: PERFORMANCE SECURITY

PERFORMANCE SECURITY

Issuing Authority:

Date of Issuance:

Date of Expiry:

Claim Lodgment Date:

WHEREAS [Name and Address of the Service Provider] (hereinafter called "the Service Provider") has agreed to render services under the scope defined in the Tender for [Tender Name] (hereinafter called "the Contract") for the Annual Service Fee of PKR (in figures _____) (in words _____)

AND WHEREAS it has been stipulated in the Tender Document that the successful Service Provider shall furnish Performance Security, within ten(10) working days of the receipt of the Acceptance Letter from the Client, in the form of a Bank Guarantee issued by a scheduled bank, rated "A" or above by PACRA or JCR-VIS, operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Client, with an undertaking to renew the same before the end of each year on yearly basis, one month before the expiry of the submitted bank guarantee, valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give a Performance Guarantee in the favor of the Service Provider;

NOW THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Client, for the sum of PKR (in figures _____) (in words _____) which is 10% of the Annual Service Fee of the Service Provider, and undertakes to pay to the Client, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Client having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Service Provider commits a default under the Contract
2. As adjustment against any amount imposed as a fine by the Client for irregularities committed by the Service Provider
3. As adjustment against any outstanding payment decided by the Client
4. If the Service Provider fails to submit the bank guarantee for the next year one month before the expiry of already submitted bank guarantee
5. If the Service Provider fails to fulfill any of the obligations under the Contract
6. If the Service Provider violates any of the terms and conditions of the Contract.
7. If the Service Provider terminates this contract for convenience.

8. If the Service Provider fails to achieve Operational readiness to provide services and implement all controls (equipment, hardware, processes, mechanisms etc.) required under this RFP by the time of signing of the contract.
9. As adjustment against any of the penalties requiring forfeiture of Performance Security as specified in Annexure-D

Provided that the Client shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided that any demand(s)/claim(s) from the Client shall reach the Guarantor within thirty working days after/before the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until expiry of warranties or all obligations have been fulfilled in accordance with the Contract, whichever is later.

Date this _____ day of 20__.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

ANNEXURE - L: GENERAL SPECIFICATIONS OF GENERATORS

	J220C2	J110K	V275C2	F125-1
Engine Model	JOHN DEERE 6068HFS77	JOHN DEERE 4045HF120	VOLVO TAD734GE	FG Wilson FD6-6.5A1
Max Power (kW)	207	100	250	125
Tank Capacity (L)	350	190	390	327
Bore(mm) x Stroke(mm)	106 x 127	106 x 127	108 x 130	105.0 (4.1)/125.0 (4.9)
Speed (RPM)	1500	1500	1500	1500
Estimated Fuel Consumption @ 110% load (Ltrs/hr)	50	25.50	59.60	
Estimated Fuel Consumption @ 100% load (Ltrs/hr)	45	23.50	53.40	26.2
Estimated Fuel Consumption @75% load (Ltrs/hr)	35	16.50	42.60	
Estimated Fuel Consumption @50% load (Ltrs/hr)	23	11.50	30.50	

ANNEXURE - M: SPECIFICATIONS – HIGH SPEED DIESEL

Sr. No.	Test Description	Units	Test Method ASTM/IP	Specs	Max/Min
1	Specific gravity @ 15.6°C, 60°F	-	D-1298	0.8250 – 0.8350	-
2	Color	-	D1500	3	Max
3	Flash Point	°C	D-93	54	Min
4	Cloud Point a) Summer (March-Oct) b) Winter (Nov-Feb)	°C	D-2500	9 6	Max
5	Pour point a) Summer (March-Oct) b) Winter (Nov-Feb)	°C	D-97	6 3	Max
6	Cetane Index (calculated)	-	D-976	45	Min
7	Sulfur	wt %	IP-63	1.0	Max
8	Copper strip 3 hrs. corrosion at 100°C	-	D-130	1	Max
9	Conradson carbon % wt of 10% residue	wt %	D-189	0.20	Max
10	Sediments	% wt	D-473	0.01	Max
11	Water	% Vol	D-95	0.05	Max
12	Ash contents	% wt	D-482	0.01	Max
13	Neutralization Value a) Total Acid No. b) Strong Acid No.	mg KOH/g	D-974/664	0.5 NIL	Max
14	Kinematic viscosity @40°C	Cst	D-445	1.5 6.5	Min Max
15	Distillation a) 50% Vol. Rec. b) 90% Vol. Rec.	°C	D-86	290 365	Max Max