



TENDER DOCUMENT

FOR

Pre-qualification of Rent a Car & Air Ticketing agencies and Courier service for Export Development Fund (EDF).

Submission of Proposals: 30th January, 2023 at 10:30 am

Opening of Proposals: 30th January, 2023 at 11:00 am

**Export Development Fund (EDF)
Ministry of Commerce,
2nd Floor, FPCCI House,
Sector G-8/1, Mauve Area,
Islamabad.**



Section I: Invitation for Proposals

Tender Notice for

Pre-Qualification of Suppliers/Firms

Export Development Fund (EDF), Ministry of Commerce invites sealed bids from eligible bidders registered with Income Tax and Sales Tax departments for the Pre-qualification of following item/services:

S. No.	Item Description
1	Rent A Car services
2	Air Ticketing agency
3	Courier services

2. Pre-qualification documents containing evaluation criteria and other terms & conditions may be downloaded from EDF website www.edf.gov.pk free of cost. This advertisement is also available on PPRA website at www.ppra.org.pk.

3. The proposals, prepared in accordance with the instructions provided in the prequalification documents, must reach the undersigned in sealed envelopes on or before **30-01-2023 by 10:30 am**. The Proposals will be opened the same day at **11:00 am**. No application will be considered after this specified day & time for any reason.

4. EDF reserves the right to reject any or all applications as per PPRA rules.

Deputy Director (Admn HR)
Export Development Fund (EDF),
2nd Floor, FPCCI Capital House,
Sector G-8/1, Mauve Area, Islamabad.
Tel: 92-51-9107430-5



Section II- Instructions for vendors

1. **Scope:** EDF invites proposals for supply of goods or services as described in the Section I. The successful vendors will be required to supply best quality Goods/services to EDF as per terms and conditions specified in this document.
2. **Tenure:** The Pre-qualification tenure will be for three (3) years, subsequently at the end of tenure the pre-qualification period may be extended to another term with mutual consent and with the approval of competent authority.
3. **Eligibility:** The following eligibility criteria shall be applicable to all vendors willing to participate in pre-qualification process.
 - 3.1 The bidders shall be an active tax payer of National Tax (NTN) and General Sales Tax (GST).
 - 3.2 Certificate of incorporation of the firm.
 - 3.3 Must produce documentary evidence of tax return for minimum last three (03) years.
 - 3.4 Provides documentary proof of the assignments carried out in last two (2) years such as copies of work orders etc.
 - 3.5 Declaration on stamp paper that the firm /Proposals der has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan;
4. **Place and Deadline for Submission:** The Proposals shall be delivered to EDF Office NOT LATER than **1100 am, 16-01-2023** at the address given in Notice. Any Proposals received by the Purchaser after the deadline prescribed in this clause will be returned unopened to the vendors.
5. **Modification and Withdrawal of Proposals:** No Proposals shall be modified after the deadline for submission of Proposals specified above. Withdrawal of a Proposals between the deadline for submission of Proposals and the expiration of the validity of the Proposals as specified.
6. **Opening of Proposals:** The Purchaser will open the Proposals including modifications, in the presence of the vendors or their 'representatives, at 1030 am, **30-01-2023** at 1130 AM at the address given in the notice.
7. **Process to be Confidential:** Information relating to the examination, clarification, evaluation and comparison of Proposals and recommendation for the contract award shall not be disclosed until the award to the successful vender has been announced. Results of the Proposals evaluation will be made known in due course; hence the vender is advised not to approach Purchaser. Any attempt to influence the process of evaluation will lead to rejection of Proposals.
8. **Evaluation and Comparison of Proposals:** Upon compliance terms and conditions mentioned in this document, the Purchaser will award the Contract to the vender as per evaluation criteria mentioned in Section-IV of this document.
9. **Purchaser's Right to Accept** The Purchaser reserves the right to accept or reject any Proposals , and to cancel the process of competition and reject all Proposals , at any time prior to the award of the Contract, without thereby incurring any liability to the affected vender(s) or any



obligation to inform the affected vendors of the grounds for the Purchaser's decision while complying with PPRA Rules.

10. **Notification of Award and Signing of Contract:** Results of evaluation would be known in a reasonable time; vendors are instructed not to approach the Purchaser after opening of Proposals until the finalization of award. The vendor whose Proposals has been accepted will be notified as pre-qualified vendors of the award by the Purchaser prior to, by registered letter.

Section -III General Conditions of Contract (GCC)

1. **Payments:** The Supplier 's request (s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, upon fulfillment of other obligations stipulated in the Contract.

1.2 Payments shall be made promptly by the Purchaser, but in case not later than thirty (30) days after submission of an invoice or claim by the Supplier.

2. **Taxes:** Taxes (if any) shall applicable as per the Federal Government Rules.

3. **Supplier's Risks:** The risks of personal injury, death, and loss or damage to property and adjacent property (including, without limitation, the Supplies, materials and equipment) are Supplier's risks.

4. **Quality of Services:** No variation in quality/substance etc. from specifications/requirements will be allowed. In case of delayed/unsatisfactory performance or non-performance, Purchaser shall impose a suitable penalty which may lead to the termination of the contract in part or in full. The Purchaser will recover the cost of job with substandard quality i.e. other than specifications/requirement, from accrued payments. The name of such Supplier can also be posted on website of the EDF for information of all Procuring Agencies

5. **Force Majeure:** Either party may terminate the Contract by giving a thirty (30) days' notice to the other for events beyond that party's control, such as Wars and acts of God such as earthquakes, floods, fires, etc.



6. **Termination:**

6.1 **Termination for Default.** The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver any or all of the Goods/Services within the period(s) specified in the Contract; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices, as defined at Rule 19 of PPR2004, in competing for or in executing the Contract.
- (d) if the Supplier becomes bankrupt or otherwise insolvent

6.2 **Termination for Convenience:** The Purchaser, by written notice sent to the Supplier may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective

7. **Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct negotiations any disagreement or dispute arising between them under or in connection with the Contract. In case of further disagreement either party can take the matter to arbitration in accordance with the Arbitration Act of 1940. However, such proceedings cannot initiate till 45 days of the notification of disagreement.

8. **Extension of Contract:** Two month before the expiry of the contract period, both the parties with mutual agreement, can renew or extend the contract.

Section -IV Special Conditions of Contract (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. **Definitions**

The Purchaser's site is: General Administration Section, Export Development Fund (EDF), 2nd Floor, FPCCI Capital House, Sector G-8/1, Mauve Area, Islamabad.

2. **Earnest Money:**

Rs.25,000/- in DD/Bank draft/PO is to be provided.



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3. Payment:

Full (100 %) payment in Pak Rupees of the items supplied against each supply order will be made upon receipt of invoices/delivery challan, after supply of the goods/services. All relevant/applicable taxes shall be deducted as per rules of Federal Government.

5. Blacklisting:

a) If the Supplier fails / delays in performance of any of the obligations, under the Purchase Order/Work Order/Contract and violates any of the provisions, breach of any of the terms and conditions of the Purchase Order/Contract, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Supplier, either indefinitely or for a stated period.

b) If The Supplier is found to have engaged in corrupt or fraudulent practices in competing for the award of the Purchase/Work Order/Contract, The Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist The Supplier, either indefinitely or for a stated period.

Section –V Evaluation Criteria

1.Mandatory Requirements

1. Firms with Income Tax Certificate / GST Certificate (Documentary Proof Required)
2. Location of Office Islamabad (Documentary Proof Required)
3. Certificate of incorporation by Registrar/Firm (Documentary Proof Required).
4. Company must be in operations from last three Years (Documentary Proof Required).
5. At least years of relevant experience (Documentary Proof Required).
6. Must have Similar type of Projects (Documentary Proof Required).
7. Must have experience with the government departments (Documentary Proof Required).



4. EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned above besides other factors shall be considered for pre-qualification.

Sr. No	Description	Maximum Marks
1.	Certificate of incorporation	10
2.	Firms with Income Tax Certificate / GST Certificate (Documentary Proof Required) (NTN/GST)	20
3.	Company must be in operations from last three Years	10
4.	Proof of Financial stability (Bank Statement) Upto 2 million =10 Above= 20	20
5.	Income Tax returns for the last 3 years.	10
6.	Experience of the firm 2 to 3 year =05 Above 3 years = 10	10
7	Work order/Agreement by the Government/Semi-Government offices 03-05=10 Above=20	20
	Total Marks	100
	Minimum Passing Marks	70

* **Provide all supporting documents with each Annexures which are mandatory.**

Firms scoring minimum 70 marks will be considered as pre-qualified firms.

- After the technical evaluation is completed, EDF shall inform the vendors, who have submitted Proposals about the scores obtained by their Technical Proposals, and shall notify those Firms who could not qualify the initial screening process (the minimum eligibility criteria) or were considered non-responsive to the TOR or have lesser marks.
- The firms will be pre-qualified for a period of three (03) years initially.
- The firms as prequalified MUST respond to all requests (RFQs, RFPs) raised by EDF



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management.

- In case of not participating in the competition RFQ/RFP with “NIL” values may also be submitted.

5. Pre-qualification for Courier Services

Financial Bid

**From EDF Secretariat, FPCCI Capital House, G-8/1, Islamabad.*

S.No	City	Weight upper limit (Kg)	Expected Time/Day (Delivery)	Price without taxes (PKR)	Price with all taxes (PKR)
1.	Islamabad	0.50			
2.	Islamabad	1.00			
3.	Peshawar	0.50			
4.	Peshawar	1.00			
5.	Lahore	0.50			
6.	Lahore	1.00			
7.	Quetta	0.50			
8.	Quetta	1.00			
9.	Karachi	0.50			
10.	Karachi	1.00			
11.	Gilgit/GB	0.50			
12.	Gilgit/GB	1.00			
13.	Muzafarabad (AJK)	0.50			
14.	Muzafarabad (AJK)	1.00			
15.	Chamman	0.50			
16.	Chamman	1.00			
17.	Sukker	0.50			
18.	Sukker	1.00			
19.	Sialkot	0.50			
20.	Sialkot	1.00			
21.	Faisalabad	0.50			
22.	Faisalabad	1.00			
23.	Kohat/KPK	0.50			
24.	Kohat/KPK	1.00			

Note for courier services:

****All rates (inclusive of all taxes/charges) shall be fixed for the existing year till 31-12-2023***
