



TENDER DOCUMENT

FOR

**HIRING OF TRANSPORTATION RENTAL
SERVICES**

For CUI Abbottabad



INVITATION TO BIDS

Tender Ref # Transport Services/09 (2024-2025)

Hiring/Outsourcing of Transport services.

EPAD #

COMSATS University Islamabad-Abbottabad Campus, a Public Sector University invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single-Stage Single-Envelope**” procedure basis from Income Tax & GST registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR for **Hiring/Outsourcing of Transport services.**

1. The Bid Security for the Bid is **Rs. 500,000.00** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “COMSATS University Islamabad” (FTN/NTN: **9010420-7**); scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date of the tender to COMSATS University Islamabad, Abbottabad Campus on the address given below.
2. The complete Tendering process shall be carried out through EPADS.
3. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents.
4. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051-111-137-237.
5. Closing date of submission is **September 05, 2024, by 1100 hours**. The bids shall be opened **on same day i.e September 05, 2024 by 1130 Hour** in the presence of the bidders who wish to be present, in Purchase office Admin Block, COMSATS University Islamabad, Abbottabad Campus
6. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Contact Person and Submission



Purchase Officer

COMSATS University Islamabad, Abbottabad Campus

University Road, Tobe Camp, Abbottabad

Tel: 0992-383591-6, 0992-383863

Email: nisarahmed@cuiatd.edu.pk

BIDDING DATA

- (a) **Name & Address of the Procuring Agency:** COMSATS University Islamabad Abbottabd Campus
University Road Tobe Camp Abbottabad.
- (b) **Brief Description of Works:** Hiring of Transportation Rental Services
- (c) **Amount of Bid Security** 500,000 Fixe amount.
- (d) **Performance Security Deposit** 2% of Total Rent offered for Period of 05 Months.
- (e) **Period of Bid Validity** 60 days
- (f) **Deadline of submission of Bids Along with time:** 05-09-2024 till 11.00 AM
- (g) **Venue, Date & Time of Bid Opening:** 05-09-2024 at 11.30 AM in Conference room
Administration Block COMSTA University Islamabad
Abbottabad Campus.
- (h) **Time for Completion from written order of Commence:** 15 Days
- (i) **Eligibility Criteria**
- (i) 03 years' relevant work experience as a contractor.
 - (ii) Contractor must have work experience in three other University/Institutions etc
 - (iii) Annual Turn-over of last three years should not be less than three (5) million annually.
 - (iv) Valid Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax Registration and Sale Tax Registration with Khyber Pakhtunkhwa Revenue Board (KPRA) for procurement of services
 - (v) An Affidavit on Stamp Paper that the firm has never been Blacklisted
 - (vi) Contract will be awarded to the contractor qualify in technical evaluation criteria and offers the Lowest rent per day for all routes on terms & Conditions mentioned in the bidding documents.

Bids will be evaluated as per evaluation criteria mentioned below.

Evaluation Criteria
Technical Evaluation Criteria

S.No	Qualification Criteria	Total Marks	Marks Obtained
01	Active Income Taxpayer and GST in FBR (Mandatory)		
02	Active Taxpayer in KPRA (required to be registered for vendor who will be awarded contract).		
03	4 Projects of Similar Nature & In Hand / Completed (End-user Feedback Certificate required) Each Project 05 marks, Max.20 marks	40	
04	List of employees & drivers along with their valid HTV licenses, CNIC & Cell Numbers.	10	
05	Financial Soundness of Firm / Company; annual turnover more than Rs.5M, Income tax returns supported with copies of CPR & Audited reports for last 3 years. 10 marks for each year	30	
06	Meets Specification: Physical fitness certificates of the vehicles, Route Permit.	20	
07	Bid must be signed by authorized person along with his/her name and designation in The firm along with authorization letter.		
08	Undertaking on the stamp paper of Rs.100 of not Blacklisted by SPPRA/PPRA.		
	Total Marks	100	
	Minimum Score	70	

Note: Please attach documentary evidence in support of your claims in technical proposal.
Minimum score to technically qualify is 70 out of 100.

University Islamabad Abbottabad Campus, University Road Tobe

Camp Abbottabad.

Performa to be filled by the Contractor

Name of the Company / Contractor: _____

Date of Establishment: _____

Corporate Status: _____

**Owner / Proprietor / MD / CE
Name:** _____

Owner CNIC No. _____

Mailing Address: _____

Contact No (s). _____

Cell No(s). _____

Email Address: _____

NTN No. _____

SST No. _____

Bank Name & Account No. _____

**Terms and Conditions
mentioned below.** **AGREED** _____

Company's Stamp	Signature

Terms and Conditions of Contract

- 1- The period of Execution will identify on Contract Agreement for Initially for 05 Months (extendable with mutual consent).
- 2- The Contractor/firm registered with Income Tax department and Sale tax department with FBR and Sale Tax for Services with Khyber Pakhtunkhwa revenue Board.
- 3- All applicable taxes will be deducted from the bill including income tax and sales tax according to applicable govt Rules.
- 4- Transporter will provide the vehicles for different routes in Abbottabad or any other city/Place included later on.
- 5- The Service Provider must ensure, in case of break down / accident/ mishap / challan / strike / bad weather etc. to drop the commuter on the time and place as specified accordingly.
- 6- The contractor will show / provide physical fitness certificate & Route permit of vehicles.
- 7- Maintenance & vehicles Fuel and up keep of the vehicle(s) is the sole responsibility of the contractor.
- 8- The Service Provider will pay, in any form, for parts, tax, challans, wages, maintenance, rent and insurance etc. University is liable to pay only the contract amount to the Service Provider if the service provided by contractor found satisfactory.
- 9- At any stage if the Service Provider found to bypass any condition(s) of the agreement, the contract will be terminated immediately and the payment(s) will be confiscated in favor of the university. The decision of the university will be final and should be abided by the Service Provider and university. That upon termination of this agreement the agency shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises from the time to time.
- 10- Inspection of vehicles will be carried on specified dates & communicated to the Service Provider accordingly. Only those vehicles will play for pick & drop services which share passed by university after inspection. Vehicle(s) can't be changed / replaced without prior permission of university authority.
- 11- The Contractor should be clearly agreed to operate/arrange all buses according to the scheduled program, which will be issued by the Transport Office of the University, from time to time, to pick and drop the university students from prescribed routes with punctuality and regularity without failure.
- 12- The contractor will charge for the bill amount monthly based on the number of working days (i-e Monday to Friday). Any addition of new vehicle (as per need) would be charged separately as per agreement rates. Any government/university holiday will not be counted in monthly bill. Payment will be made only for working/operational days.

- 13- The contractor will not skip any route on any working day unless the university management permits to do so.
- 14- Contractor would provide complete calculations details along with monthly invoice.
- 15- The University may demand buses on Saturdays & Sundays (Or both) with additional amount to be paid to the contractor.
- 16- The Transport Office is authorized to change the route of any bus instantly as per need.
- 17- Vehicle(s) should be registered in the name of Proprietor / Partner / Company. (witness / proof must be attached / provided).
- 18- In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, University would have a right to hire a vehicle from the market and the additional cost incurred the university will be borne by the Service Provider.
- 19- A cleaner / gate keeper will be deputed on every vehicle for up keep and ushered for the commuters besides, the driver. Payment to the driver and the cleaner is the responsibility of the contractor. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the Service Provider. The vehicles to be supplied should be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. should be decent looking and are well maintained during the contract period.
- 20- The vehicle must be available at any time on any day as desired by the university.
- 21- The vehicle and the driver should not be changed unless requested by the university.
- 22- The contractor or their designated representative is expected to be physically present at the main terminal points. This ensures that there is someone responsible available to oversee the departure of the buses.
- 23- In case noncompliance of the instructions of the University or any irregularity, after serving three letters, the security deposit will be forfeited and fresh Call deposit will be deducted from the bill of any contractor.
- 24- The Service Provider would ensure that the drivers employed have valid driving license of four- wheel vehicle. The vehicle should be registered with the concerned authority of Central/State Govt. The Service Provider shall provide a certificate to this effect. The driver of the vehicle provided should be medically fit and must follow traffic rules and other regulations prescribed by the Government from time to time. The driver should be able to communicate and write in Sindhi/Urdu/English.
- 25- The Service Provider should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition, for which no

separate payment shall be made. Driver should be familiar with local routes.

- 26- In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle immediately of same make & model. In case, the substitute vehicle does not report on time, the university would have the right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Service Provider.
- 27- In case of failure of the Services in providing/making available of vehicle on account of any defect/fault/breakdown/liiquidated damages, an alternative arrangement with prior permission shall be made, penalty shall be imposed and recovered from the Service Provider's bill without any notice.
- 28- In case of any accident, all the claims arising out of it shall be met by the Service Provider.
- 29- The university will do physical verification of vehicles before entering into the contract. Also, the university will interact with drivers for general awareness and knowledge about common routes in Abbottabad.
- 30- Vehicle must be parked in the premises of the university during pick & drop timings.
- 31- Vehicle will not play for commercial purpose or any other reason during the stipulated timings specified for the university services.
- 32- The Service Provider shall deploy drivers on university only after police verification. All drivers deployed on university will carry CNIC & Identity Card issued by the contracting agency.
- 33- Driver & staff on the buses should wear neat & clean dress. They must not use any Pan, gutka, and shall be non-smoker.
- 34- The contractor provides details of staff along with valid driving license, Police verification and medical fitness certificate, Vehicle Health Report, Route permit & Vehicle clearance.
- 35- In case, the drivers employed by the successful agency / firm / company commits any act of omission / commission / tip that amounts to misconduct / indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from university site.
- 36- All vehicles use for university must be fixed & carried fire extinguishers especially for POL & allied matter.
- 37- The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.
- 38- That just for ensuring and assuring the efficient performance by the contractor, it should be very clearly stipulated and determined by both the parties that, the above services are agreed to be rendered by the contractor.
- 39- That the contractor will be bound and responsible for plying the buses with insurance and in good condition which may suit the educational atmosphere and qualitative standard of the university, as such the vehicle must be self-start, neat and tidy, failing which Rs. 2000= per side per bus will be

imposed as penalty.

- 40- That the University shall not be responsible for any damage, wear and tear of the Buses/ vehicles from outside of the campus. In case of any mishap occurs inside the campus, and if it is proved that University is responsible then University will pay 50% of total loss. Failure bus would not be counted or included.
- 41- That the University will pay only for those trips for which buses would be utilized according to the scheduled program issued by the authorities.
- 42- That in case if the University authorities/students have any complaint about the bus/buses, staff the same shall be discussed into and remedies on the spot, and the university authorities have right to curtail the number of buses on short notice and can stop the service without giving any reason at any time.
- 43- That during the agreement period if the contractor intends to discontinue the service then he would be under legal obligation to issue the notice for withdrawal of the service at least 60 days in advance, failing which the payment of the remaining bills will not be released to him and also security deposit will be forfeited.
- 44- That during semester examinations or 15 days before the commencement of the examinations the contractor has no right to issue the notice for withdrawal of the service if he does so his final bill of payment will be forfeited along with his security deposit.
- 45- The contractor is bound to arrange more buses if required by authorities with in one day, if he fails then he will be penalized by the amount equal to two days' payment of a bus. This condition will also apply on the short of bus on any route.
- 46- That the contractor must ensure the reaching of all buses at departure terminals in time, if any bus/buses found coming late then Rs. 500/= will be charged as penalty per late coming bus.
- 47- That the contractor must ensure for supplying proper information regarding plying of buses and in case of misinformation or any bus plied on any route without consent of the University management, a fine of Rs. 10,000/- per bus would be imposed by the University management.
- 48- That the University would make the payment to the contractor within the period of 30 days from the date of submission of the bill by contractor. The payment will be released monthly.
- 49- The contractor is bound to follow the verbal instructions of Transport officer in connection with the operation of the service from time-to-time for increase/decrease of the number of buses.
- 50- That all the buses must be parked as per the prior instructions of the Transport Officer, in case the bus/buses are not properly parked or bus/buses found without displaying route board on the windscreen, then Rs. 500/= will be charges per bus per side as penalty.
- 51- That buses must reach at starting point at least 15 minutes before departure, failing which Rs. 200/= per bus will be imposed as penalty.

- 52- The contractor has to follow the instructions of the university management, issued from time to time regarding schedule or any problem faced.
- 53- The contractor is bound to ply same registered buses at time of departure which have already entered at time of arrival. In case of failure or any bus the contractor can bring another registered bus, after taking permission from Transport officer/ Incharge Transport.
- 54- In case noncompliance of the instructions of the Transport Section/Authority or any irregularity, after serving three letters, the security deposit will be forfeited and fresh Call deposit will be deducted from the bill of any contractor.
- 55- If any bus do not pick the students stands on the way will be penalized Rs. 200/- per bus after receipt complaint.
- 56- In case any conditional/leave on next day for any reason. If university inform to contractor on previous day before 09:00 PM than amount of next day will not be charged in monthly bill.
- 57- The contractor will provide the buses for study tour/official visit/trip outside the city.
- 58- Contractor will provide valid driving license of Driver, Police Verification, Medical Fitness, CNIC & Mobile number of driver & helper/cleaner.
- 59- In case contractor change the driver of any vehicle for any reason, he will inform to transport office of university.
- 60- University would pay Fixed amount of rent per month apart from any change in fuel prices or maintenance cost of vehicles.
- 61- Security Deposit would be fixed amount of Rs. 500,000/-.
- 62- All the repair, maintenance cost, POL cost & drivers, helper salaries of vehicles would be bear by vendor, NOT University.
- 63- Contractor will provide valid driving license of Driver & CNIC of driver & helper/cleaner.
- 64- Contractor will provide mobile number of all drivers.
- 65- In every semester QE/ (Quality evaluation) report will be conducted by the QEC department of the university. On the behalf of results of report, Competent Authority will take the decision.
- 66- The university will pay only rent of vehicles. POL will not be provided by university.
- 67- There will be no impact of increase or decrease of Fuel Price on quoted rates.

Note: This Terms & Conditions is integral part of contract agreement besides other clauses/ articles.

ANNEXURE “A”

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 2024 between **THE COMSATS University Islamabad Abbottabad (CUI) Abbottabad Campus, Pakistan** (hereinafter called “the Procuring agency”) of the one part and **M/s. _____** (“hereinafter called the Contractor”), of the other part:

WHEREAS the Procuring agency invited bids from interested contractors to offer Transport services on rental bases **vide Tender No. CUI/Atd/Transport Services/09 (2024-2025)** and has accepted a bid on the terms and conditions hereinafter appearing Transportation Rental Services in the sum of **Rs.**

_____ (hereinafter called “the Contract Price”).

NOW THIS INDENTURE WITNESSETH AS UNDER:

The contract shall be applicable for a period of (05Months) with effect from the date of signing of contract. It can be renewable for another year by mutual agreement based on terms and conditions as stated in this bidding document. Such extension is subjected upon satisfactory performance and by approval of competent authority. However, the contract may be terminated by the Procuring agency without assigning any reason at any time on 30 days’ notice.

A. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the terms and conditions of Contract referred to.

B. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) Bidding Documents;
- b) Contract Agreement;
- c) Letter of Acceptance/Notification for award of work;
- d) Work Order;
- f) the Price Schedule submitted by the Bidder;
- g) the Fixed Routes rate list of Vehicles.

1. The period of Execution will identify on Contract Agreement for Initially for 05 months (extendable with mutual consent).
2. The Contractor/firm registered with Income Tax department and KPRA revenue Board.
3. All applicable taxes will be deducted from the bill including income tax and sales tax according to KRA Rules.
4. Transporter will provide the vehicles for different routes in Abbottabad or any other city/Place included later on.
5. The Service Provider must ensure, in case of break down / accident/ mishap / challan / strike / bad weather etc. to drop the commuter on the time and place as specified accordingly.
6. The contractor will show / provide physical fitness certificate & Route permit of vehicles.
7. Maintenance and up keep of the vehicle(s) is the sole responsibility of the contractor.
8. The Service Provider will pay, in any form, for parts, tax, challans, wages, maintenance, rent and insurance etc. University is liable to pay only the contract amount to the Service Provider if the service provided by contractor found satisfactory.
9. At any stage if the Service Provider found to bypass any condition(s) of the agreement, the contract will be terminated immediately and the payment(s) will be confiscated in favor of the university. The decision of the university will be final and should be abided by the Service Provider and university. That upon termination of this agreement the agency shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises from the time to time.
10. Inspection of vehicles will be carried on specified dates & communicated to the Service Provider accordingly. Only those vehicles will play for pick & drop services which share passed by university after inspection. Vehicle(s) can't be changed / replaced without prior permission of university authority.
11. The Contractor should be clearly agreed to operate/arrange all buses according to the scheduled program, which will be issued by the Transport Office of the University, from time to time, to pick and drop the university students from prescribed routes with punctuality and regularity without failure.
12. The contractor will charge for the bill amount monthly based on the number of working days (i-e Monday to Friday). Any addition of new vehicle (as per need) would be charged separately as per agreement rates. Any government/university holiday will not be counted in monthly bill. Payment will be made only for working/operational days.
13. The contractor will not skip any route on any working day unless the university management permits to do so.
14. Contractor would provide complete calculations details along with monthly invoice.
15. The University may demand buses on Saturdays & Sundays (Or both) with additional amount to be paid to the contractor as per Rent agreed.
16. The Transport Office is authorized to change the route of any bus instantly as per need.

17. Vehicle(s) should be registered in the name of Proprietor / Partner / Company. (witness / proof must be attached / provided).
18. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, University would have a right to hire a vehicle from the market and the additional cost incurred the university will be borne by the Service Provider.
19. A cleaner / gate keeper will be deputed on every vehicle for up keep and ushered for the commuters besides, the driver. Payment to the driver and the cleaner is the responsibility of the contractor. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the Service Provider. The vehicles to be supplied should be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. should be decent looking and are well maintained during the contract period.
20. The vehicles provided by the contractor must not be older than 10 years.
21. The vehicle must be available at any time on any day as desired by the university.
22. The vehicle and the driver should not be changed unless requested by the university.
23. The contractor or their designated representative is expected to be physically present at the main terminal points. This ensures that there is someone responsible available to oversee the departure of the buses.
24. In case noncompliance of the instructions of the University or any irregularity, after serving three letters, the security deposit will be forfeited and fresh Call deposit will be deducted from the bill of any contractor.
25. The Service Provider would ensure that the drivers employed have valid driving license of four-wheel vehicle. The vehicle should be registered with the concerned authority of Central/State Govt. The Service Provider shall provide a certificate to this effect. The driver of the vehicle provided should be medically fit and must follow traffic rules and other regulations prescribed by the Government from time to time. The driver should be able to communicate and write in Sindhi/Urdu/English.
26. The Service Provider should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition, for which no separate payment shall be made. Driver should be familiar with local routes.
27. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle immediately of same make & model. In case, the substitute vehicle does not report on time, the university would have the right to hire a vehicle form the market and the additional cost incurred by the customer will be borne by the Service Provider.
28. In case of failure of the Services in providing/making available of vehicle on account of any defect/fault/breakdown/liquidated damages, an alternative arrangement with prior permission shall be made, penalty shall be imposed and recovered from the Service Provider's bill without any notice.
29. In case of any accident, all the claims arising out of it shall be met by the Service Provider.

30. The university will do physical verification of vehicles before entering into the contract. Also, the university will interact with drivers for general awareness and knowledge about common routes in Abbottabad.
31. Vehicle must be parked in the premises of the university during pick & drop timings.
32. Vehicle will not play for commercial purpose or any other reason during the stipulated timings specified for the university services.
33. The Service Provider shall deploy drivers on university only after police verification. All drivers deployed on university will carry CNIC & Identity Card issued by the contracting agency.
34. Driver & staff on the buses should wear neat & clean dress. They must not use any Pan, gutka, and shall be non-smoker.
35. The contractor provides details of staff along with valid driving license, Police verification and medical fitness certificate, Vehicle Health Report, Route permit & Vehicle clearance.
36. In case, the drivers employed by the successful agency / firm / company commits any act of omission / commission / tip that amounts to misconduct / indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from university site.
37. All vehicles use for university must be fixed & carried fire extinguishers especially for POL & allied matter.
38. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.
39. That just for ensuring and assuring the efficient performance by the contractor, it should be very clearly stipulated and determined by both the parties that, the above services are agreed to be rendered by the contractor.
40. That the contractor will be bound and responsible for plying the buses with insurance and in good condition which may suit the educational atmosphere and qualitative standard of the university, as such the vehicle must be self-start, neat and tidy, failing which Rs. 2000= per side per bus will be imposed as penalty.
41. That the University shall not be responsible for any damage, wear and tear of the Buses/ vehicles from outside of the campus. In case of any mishap occurs inside the campus, and if it is proved that University is responsible then University will pay 50% of total loss. Failure bus would not be counted or included.
42. That the University will pay only for those trips for which buses would be utilized according to the scheduled program issued by the authorities.
43. That in case if the University authorities/students have any complaint about the bus/buses, staff the same shall be discussed into and remedies on the spot, and the university authorities have right to curtail the number of buses on short notice and can stop the service without giving any reason at any time.
44. That during the agreement period if the contractor intends to discontinue the service then he would be under legal obligation to issue the notice for withdrawal of the service at least 60 days in advance, failing which the payment of the remaining bills will not be released to him and also security deposit will be forfeited.

45. That during semester examinations or 15 days before the commencement of the examinations the contractor has no right to issue the notice for withdrawal of the service if he does so his final bill of payment will be forfeited along with his security deposit.
46. The contractor is bound to arrange more buses if required by authorities with in one day, if he fails then he will be penalized by the amount equal to two days' payment of a bus. This condition will also apply on the short of bus on any route.
47. That the contractor must ensure the reaching of all buses at departure terminals in time, if any bus/buses found coming late then Rs. 500/= will be charged as penalty per late coming bus.
48. That the contractor must ensure for supplying proper information regarding plying of buses and in case of misinformation or any bus plied on any route without consent of the University management, a fine of Rs. 10,000/- per bus would be imposed by the University management.
49. That the University would make the payment to the contractor within the period of 30 days from the date of submission of the bill by contractor. The payment will be released monthly.
50. The contractor is bound to follow the verbal instructions of Transport officer in connection with the operation of the service from time-to-time for increase/decrease of the number of buses.
51. That all the buses must be parked as per the prior instructions of the Transport Officer, in case the bus/buses are not properly parked or bus/buses found without displaying route board on the windscreen, then Rs. 500/= will be charges per bus per side as penalty.
52. That buses must reach at starting point at least 15 minutes before departure, failing which Rs. 200/= per bus will be imposed as penalty.
53. The contractor has to follow the instructions of the university management, issued from time to time regarding schedule or any problem faced.
54. The contractor is bound to ply same registered buses at time of departure which have already entered at time of arrival. In case of failure or any bus the contractor can bring another registered bus, after taking permission from Transport officer/ Incharge Transport.
55. In case noncompliance of the instructions of the Transport Section/Authority or any irregularity, after serving three letters, the security deposit will be forfeited and fresh Call deposit will be deducted from the bill of any contractor.
56. If any bus does not pick the students stands on the way will be penalized Rs. 200/- per bus after receipt complaint.
57. In case any conditional/leave on next day for any reason. If university inform to contractor on previous day before 09:00 PM than amount of next day will not be charged in monthly bill.
58. The contractor will provide the buses for study tour/official visit/trip outside the city.

59. Contractor will provide valid driving license of Driver, Police Verification, Medical Fitness, CNIC & Mobile number of driver & helper/cleaner.
60. In case contractor change the driver of any vehicle for any reason, he will inform to transport office of university.
61. University would pay Fixed amount of rent per month apart from any change in fuel prices or maintenance cost of vehicles.
62. Security Deposit would be 02% of quoted/bid price.
63. All the repair, maintenance cost & drivers, helper salaries of vehicles would be bear by vendor, NOT University.
64. Contractor will provide valid driving license of Driver & CNIC of driver & helper/cleaner.
65. Contractor will provide mobile number of all drivers.
66. Tool charges/Motorway charges will be paid by contractor. Which will not be charged in monthly bill.
67. The university will pay only rent of vehicles. POL will not be provided by university.
68. In every semester QE/ (Quality evaluation) report will be conducted by the QEC department of the university.
On the behalf of results of report, Competent Authority will take the decision.
69. There will be no impact of increase or decrease of Fuel Price on quoted rates.

Note: This Terms & Conditions is integral part of contract agreement besides other clauses/ articles.

Signature of the Contractor

Signature of the Procuring Agency

Signature & Stamp
 Authorized Person:
 Designation:

Signature & Stamp
 Authorized Person:
 Designation:

WITNESS:

WITNESS:

Signature: _____

Signature: _____

Name: _____

Name: _____

ANNEXURE “B”

Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the cater works;

M/s _____, the service provider/ cater hereby declares that:

(a) Its intention not to obtain the work of any Contract, right, interest, privilege, or other obligation or benefit from the CUI Abbottabad campus or any Administrative or Financial Offices thereof or any other department under the control of the CUI Abbottabad Campus through any corrupt practice(s).

(b) Without limiting the generality of the forgoing the cater represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the BNBWU directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the CUI Abbottabad Campus, except that which has been expressly declared pursuant hereto.

(c) The cater accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the CUI Abbottabad Campus under any law, contract, or other instrument, be stand void at the discretion of the CUI Abbottabad Campus.

(d) Notwithstanding any right and remedies exercised by the CUI Abbottabad Campus in this regard, cater agrees to indemnify the CUI Abbottabad Campus for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the CUI Abbottabad Campus in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the CUI Abbottabad Campus.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____ Contact Person _____

Address _____

Mobile _____ email _____

SIGNATURE & STAMP

BILL OF QUANTITIES FOR
Hiring of Transportation Rental Services
FOR
COMSATS University Islamabad,
Abbottabad Campus

**Bill of Quantity
Financial Proposal**

**COMSATS University Islamabad,
Abbottabad Campus**

ROUTES FOR TRANSPORT RENTAL SERVICES

SR #	No of Busses	Number of Trip/Day	From	To	Approx. KM Per Trip	Rent Vehicle/day	Fuel Charges/KM	Total Rent + Fuel Charges (for 22 days and total milage)
1	32 Seater (03Buses)	02 Round Trip for 22 Days	Ayub Medical Complex through Mazile Chowk Mandian, Bypass Road, Ilyasi Mosque and Nawan Sher	CUI Dham tore Campus	25 Km			
2	32 Seater (02Buses)	02 Round Trip for 22 Days	Fawar Chowk via Muree Road	CUI Dhamtore Campus	44 Km			
3	32 Seater (06 Buses)	01 Round Trip for 22 Days	Main Campus	CUI Dhamtore Campus	25 Km			
			Sub Total					

- Vehicle type & number of vehicles for each route required will be finalized as per number of students on each route. vehicle: Coaster-32-seater.
- The Financial Evaluation will be done on basis of the Lowest Total Rates quoted for all routes. Individual Route rates will not be considered.

Note. The quoted Rates must be inclusive of all taxes.

Stamp & Signature