

# **INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD**



## **TENDER DOCUMENTS FOR HIRING OF PRIVATE TRANSPORT SERVICES**

**Tender No. F-250927286**

## C O N T E N T S

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# INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

## TENDER NOTICE

### HIRING OF PRIVATE TRANSPORT SERVICES FOR IIUI COMMUTERS

**Tender No. F-250927286**

Dear Tenderer: Thank you, the interest you have shown in response, to the IIUI's advertisement to "Hiring of private transport services for International Islamic University Islamabad (IIUI) commuters for Taxila /Wah Cantt Route under the "Single-Stage, Single-Envelopes" procedure (open frame work contract). IIUI invites e.bids from Income Tax and GST registered reporting firms/companies listed on the Active Taxpayer List (ATL). Bid documents and other terms and conditions can be downloaded from the IIUI website ([www.iiu.edu.pk](http://www.iiu.edu.pk)), PPRA website [www.ppra.gov.pk](http://www.ppra.gov.pk) or e. bidding on EPADS: <https://eprocure.gov.pk/>.

The IIUI expects that aspirant companies/ firms should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to read carefully and fill in the tender documents accurately and sign & stamp each required page. Moreover, attach required supporting documents according to the requirement.

The last date of submission the Tender Documents/bids is September 30, 2025 by 11:00 am in the office of the Director, Transport, International Islamic University (Main Campus) H-10, Islamabad. The Tender will be opened by the bid opening committee on the same day at 11:30 AM in the presence of representatives who may care to attend.

Bid Security 1% of total estimated cost PKR 30 million will be submitted along with Tender Documents in shape of Pay Order / Demand Draft only in the name of IIUI. A hard copy of properly filled bidding proposal along with original CDR/Bank draft of bid security must be submitted in the office of the undersigned on or before the closing time and date.

Successful bidder should provide 5% of the total annual value of the amount of the bid as performance guarantee in the form of Pay Order or bank guarantee before submission of invoice. As per PPRA rule (33 rejection of bids) 2004, IIUI reserve the right to reject any or all bids at any time prior to acceptance.

Please contact us. On 051-9019265, 051-9258031, for any information and query. Thank you.

**DIRECTOR CTU, IIUI**

## BIDDING DATA

- |     |  |   |
|-----|--|---|
| (a) | <b>Name s Address of the<br/>Procuring Agency:</b>         | <b>INTERNATIONAL ISLAMIC UNIVERSITY<br/>ISLAMABAD (IIUI)</b>  |
| (b) | <b>Brief Description of Works:</b>                         | Private Hiring of Transport Services for IIUI Commuters   |
| (c) | <b>Amount of Bid Security</b>                              | 1% of the estimated value PKR 30.million  |
| (d) | <b>Performance Security<br/>Deposit</b>                    | 5% of the value of annual total amount quoted /offered<br>will be obtained from the selected bidder as per PPRA<br>rules. |
| (e) | <b>Period of Bid Validity</b>                              | Total period of the contract  |
| (f) | <b>Deadline of submission of Bids<br/>Along with time:</b> | 30-09-2025 till 11:00 AM  |
| (g) | <b>Venue, Dates Time of Bid<br/>Opening:</b>               | 30-09-2025 at 11:30 AM in the office of the Director<br>(Transport), IIUI H-10 Islamabad                                  |

**Eligibility Criteria**

- (i) 03 years' relevant work experience as a contractor.
- (ii) Contractor must have work experience in three other Institutions / organization etc
- (iii) Annual Turn-over of last three years should not be less than three (30) million annually.
- (iv) Valid Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax Registration.
- (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/Fuel rates per month for the route on terms and conditions mentioned in the bidding documents.

**Bids will be evaluated as per the evaluation criteria mentioned below.**

**Evaluation Criteria**  
Technical Evaluation Criteria

Firm Name \_\_\_\_\_

<b>S.No</b>	<b>Qualification Criteria</b>	<b>Total Marks</b>	<b>Marks Obtained</b>
01	Active Income Taxpayer and GST reporting in FBR (Mandatory)	Mandatory	
02	Active Taxpayer in ATL( <b>required to be registered for vendor who will be awarded contract</b> ).		
03	3 Contracts of Similar Nature & In Hand / Completed (End-user feedback letter/ Certificate required)  Each Project have 10 marks	30	
04	i) List of available vehicles (to be offered) with copy of registration. At least 10 vehicle. (Each carry 2 marks)	20	
	ii) List of drivers and conductors along with their valid HTV/PSV licenses, CNIC & Cell Numbers. At least 20 employees (each carry 01 mark)	20	
05	Financial Soundness of Firm / Company; annual turnover more than Rs.30 million, Income tax returns proof required.	20	
06	Meets Specifications: Physical passing fitness certificates of the vehicles, Carbon emission certificate Route permission.	10	
07	Bid must be signed by authorized person along with his/her name and designation in The firm along with Authorization letter.		
	<b>Total Marks</b>	<b>100</b>	
	<b>Minimum Score</b>	<b>50</b>	

Note: Please attach documentary evidence in support of your claims in the proposal. The minimum score to qualify is 50 out of 100.

*Signatures of the evaluation committee members:*

**Appendix - A****Performa to be filled by the Contractor****Name of the Company / Contractor:**

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**Date of Establishment:**

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**Corporate Status:**

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

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**Owner CNIC No.**

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**Mailing Address:**

---

---

**Contact No (s).**

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**Cell No (s).**

---

**Email Address:**

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**NTN No.**

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**Bank Name & Account No.**

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**Terms and conditions mentioned below.****AGREED**


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<b>Company's Stamp</b>	<b>Authorized Signature</b>

## Terms and Conditions of Contract

- 1- The period of execution will identify on contract agreement for initially for two year. (extendable with mutual consent)
- 2- The Contractor/firm registered with income tax department and sale tax department with FBR and sale tax revenue board. All applicable taxes will be deducted from the bill including income tax and sales tax according to applicable Government Rules.
- 3- Transporters will provide the vehicles for Taxila/ Wah Cant to IIUI H-10 campus.
- 4- The quoted price schedule clearly separate :
  - i) The **total rental per month** (including each and every expense like repairs & maintains, lubricants, tolls and other taxes, insurance, labor, staff's pay & all other risks costs.)  
and
  - ii) The **fuel cost** (only Diesel/Petrol) for each vehicle on monthly basis or per kilometer basis.  
  
The University has right to accept (i) rental without fuel or (ii) with fuel. In acceptance of (ii) the University will provide fuel (diesel or patrol) on actual running of the vehicle on the route. Non air-conditioned busses and most advantages bid will be preferred.
  - iii) Estimated cost for hiring of transport service is around PKR 30 million / per year. Performance Security deposit will be 5% of the quoted/bid price (actual quoted annual contract value).
- 5- Busses/ Coasters provided must having color and logo of IIUI transport theme.
- 6- The contractor will show / provide valid physical passing fitness certificate, Route permit & carbon emission certificate of the vehicles duly issued by authorities.
- 7- Maintenance & upkeep of the vehicle(s) will be the sole responsibility of the contractor.
- 8- A daily record indicating time, mileage etc. for each vehicle shall be maintained in a log book of each deputed vehicle and the log books shall be counter signed by authorized Transport Officer/Official of IIUI.
- 9- The Service Provider will pay, in any form, for parts, toll tax, challans, wages, maintenance, rent and insurance etc. IIUI is liable to pay only the contract amount to the Service Provider if the service provided by contractor found satisfactory. The University will not be responsible to pay any Challan/Penalties/Fines/Accidental costs imposed on the contractor vehicles from the government or from any other for any reason

- 10- 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 IIUI. The decision of IIUI authorities will be final and should be abided by the Service Provider and the University. That upon termination of this agreement the contractor shall be permitted to remove all its devices, equipment and manpower which may/if have been placed at premises from the time to time.
- 11- Inspection of vehicles will be carried out on spot by the IIUI authorized personals. Only those vehicles will be used to provide services which are passed by IIUI after inspection. Vehicle(s) can't be changed / replaced without prior permission of the University authority.
- 12- The Contractor should be clearly agreed to operate/arrange all buses/coasters according to the scheduled program/route, which will be issued by the Transport Office of the University, from time to time, to pick and drop the commuters from prescribed routes with punctuality and regularity without failure.
- 13- The contractor will charge the bill amount (with complete calculations) monthly or quarterly as suitable. Any addition of a new vehicle (as per need) would be charged separately as per the agreement rates. The contractor will not skip any pick or drop point on any working day unless the University management permits.
- 14- In case the 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 on this arrangement, the University will be borne/deduct from the bill of the Service Provider.
- 15- A cleaner / gate keeper will be deputed on every vehicle for upkeep 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.
- 16- The vehicle and the driver should not be changed unless requested or allowed by the University.
- 17- The Service Provider must ensure, in case of breakdown / accident/ mishap / challan / strike / bad weather etc. to drop the commuter on the time and place as specified accordingly.
- 18- In case noncompliance of the instructions of the University or any irregularity, after serving two letters, the security deposit will be forfeited and fresh call deposit will be deducted from the bill of the contractor.
- 19- The Service Provider would ensure that the drivers employed have a valid HTV/PSV driving license.



The vehicle should be registered with the concerned authority of the Govt. The Service Provider shall provide a certificate to this effect. The driver & conductor cum cleaner of the vehicle provided should be medically fit neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should carry a mobile phone in working condition, for which no separate payment shall be made. Drivers should be familiar with the route and its pick and drop points..

- 20- In case of any accident, all the claims and consequences arising out of it shall be met by the Service Provider.
- 21- The University will do physical verification of vehicles any time during the contract period. Also, the University's Transport Supervisor will interact with the deputed drivers for general awareness.
- 22- Vehicle must be parked only at the allowed/specified place in the university premises during pick & drop timings. The contractor will be totally responsible for custody and parking of the vehicles at their own place after route timings.
- 23- Vehicle will not play for commercial purpose or any other reason during the stipulated timings specified for the University services.
- 24- The Service Provider shall deploy drivers to University only after Police verification. All drivers deployed will carry CNIC & Identity Card issued by the contracting agency. They must not use any pan, naswar, gutka, e.t.c or smoking during route timings.
- 25- All vehicles use for the University must be fixed & carried fire extinguishers especially for POL & allied matter as per government rules.
- 26- 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.
- 27- That the University will pay only for those trips for which buses would be utilized according to the scheduled program issued by the transport authorities of IIUI.
- 28- 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 90 days in advance, failing which the payment of the remaining bills will not be released to him and also security deposit will be forfeited.
- 29- That the contractor must ensure the reaching of all buses at departure terminals in time, if any coaster, bus/buses found coming late then Rs. 5,000/= will be charged as penalty per late coming vehicle.
- 30- 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.
- 31- If any bus does not pick the commuter from any of the specified stands/stop on the way will be

penalized Rs. 500/- on complain of any commuter.

- 32- Performance Security Deposit: Performance security/guarantee in shape of CDR/Bank Draft/ unconditional bank guarantee shall be submitted by successful bidder/contractor equivalent to 5% of total contract amount. Insurance guarantees/cheques or third-party undertakings shall not acceptable.
- 33- Arbitration: Parties shall mutually settle disputes related to this contract. If attempts do not yield any results within a period of 30 days, The President, IIUI shall be the Competent to resolve dispute(s) related to this contract and his decision shall be final.

Note: These Terms & Conditions (1-33) are integral part of the contract agreement besides other clauses/articles.

**ANNEXURE “A”****CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2025 between **International Islamic University Islamabad, 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 coasters/ bases **vide Tender No. \_\_\_\_\_** 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 (two year) with effect from the date of signing of contract. It can be renewable for further period by mutual agreement based on terms and conditions as stated in this bidding document. Such extension is subject to 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.:
  - i. Bidding Documents.
  - ii. Contract Agreement.
  - iii. Letter of Acceptance/Notification for award of work/services.
  - iv. Work Order;

**Again as per terms and conditions as stated above page no. 05 to page no 08 (Sr. No 1 to 33)**

**Signature of the Contractor**

**Signature of the Procuring Agency**

\_\_\_\_\_  
**Signature & Stamp**

Authorized Person:

Designation:

**WITNESS:**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

\_\_\_\_\_  
**Signature & Stamp**

Authorized Person:

Designation:

**WITNESS:**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**ANNEXURE “B”****Integrity Pact**

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the cater service/ 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 IIUI or any Administrative or Financial Offices thereof or any other department under the control of the IIUI 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 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 IIUI, 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 IIUI under any law, contract, or other instrument, be stand void at the discretion of the IIUI.

(d) Notwithstanding any right and remedies exercised by the IIUI in this regard, cater agrees to indemnify the IIUI for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IIUI 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 IIUI.

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

M/s \_\_\_\_\_ Contact

Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Mobile \_\_\_\_\_ email

\_\_\_\_\_

Signature and stamp

## Bill of Quantity

### Financial Proposal

#### INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

#### For Hiring of Private Transport Services for Taxila/Wah Cant Route

Sr. No.	No of Busses/Coaster With details	Maximum Number of Commuters Accommodated	Number of Trips/ per day	From	To	Approx. KM Per Round Trip	Rent/ per month (for 22 Working days) For 10 Months in a year (excluding July and August)	Fuel Charges/ KM on log book of the vehicle or lump sump For each vehicle per month	Total Rent+ Fuel Charges per KM or lump sump For each vehicle per month
	Bus (Nos of seats) Make /Model/Year of manufacture/registration number  Coaster (Nos of seats) Make /Model/Year of manufacture registration number		02 Round Trips for Daily (for 22 Working days) <b>For 10 Months in a year (excluding July and August)</b>	Taxila /Wah Cantt	H-10 Campus of IIUI	75 Km + 75Km (for reference calculations actual will be charged on record of log book of the vehicle.			

- Vehicle type & number of vehicles for the route will be finalized as per number of commuters on the route and availability of seats in specified vehicles. Non air-conditioned busses will be preferred.
- The financial evaluation will be done on the basis of the vehicle offered (bus or coaster) lowest rates quoted separately for rent for the route (including each and every expenses involved in transportation) while fuel cost will be considered separately. Preference will be given to rental value.
- Payment will be made only for 10 months in a year. Summer vacations (July & August) will not be paid nor the vehicles utilized by the University.
- The Price Schedule clearly separate the total rental (including each and every expenses) and fuel cost (only Diesel/Petrol) for each vehicle on monthly basis or per kilometer basis to evaluate the cost submitted by the bidder. The University has right to decide the cost of monthly rental quoted along with fuel or without fuel.
- Most advantages bid will be preferred.

**Note. Non air-conditioned busses will be preferred.**

**The quoted rates must be inclusive of all taxes and charges.**