

Price @Rs.1000/-

**Ministry of Energy  
(Petroleum Division)  
Geological Survey of Pakistan**



Request for Proposal (RFP)

For

**Hiring of Rental Vehicles**

**2024-25**

**Incharge Procurement  
Geological Survey of Pakistan  
Geological Survey of Pakistan, Plot No 10/11,  
Sector B-1, Phase 5, Hayatabad, Peshawar  
Ph. # 091-9217016**



Pre-Qualification Documents  
for  
**Hiring of Rental Vehicles**  
2024-25

Issued to: \_\_\_\_\_

Issued on: \_\_\_\_\_

Pay Order no: \_\_\_\_\_

(Bank name & Date)

**Incharge Procurement  
Geological Survey of Pakistan  
Geological Survey of Pakistan, Plot No 10/11,  
Sector B-1, Phase 5, Hayatabad, Peshawar  
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Government of Pakistan  
Ministry of Energy, Petroleum Division  
Geological Survey of Pakistan  
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**Invitation to Bid**

1. Geological Survey of Pakistan (GSP), an attached department of Ministry of Energy (Petroleum Division), Government of Pakistan, invites sealed bids from the firms/ general order supplier/ companies/ Consortium registered with Income Tax, Sales Tax Departments and who are on FBR's Active Taxpayer's List (ATL) for the **Rent of Vehicles on need basis** to the Geological Survey of Pakistan.
2. Bidding documents can also be downloaded from GSP website [www.gsp.gov.pk](http://www.gsp.gov.pk) and PPRA website [www.ppra.org.pk](http://www.ppra.org.pk).
3. Processing fee of Rs.1000/- (non-refundable), must be provide bank draft/pay order of relevant bank.
4. The bids, prepared in accordance with the instructions in the bidding documents, along with **Bid Security of PKR: 100,000 in the shape of Bank draft/Pay order** drawn in favour of Project Director, Geological Survey of Pakistan may reach Office of the undersigned by **19<sup>th</sup> August, 2024 at 12:00 hours**. Technical bids will be opened on the **same day at 12:30 hours** in the presence of representatives of the bidders.
5. As per PPRA Rules 33(1), 2004, Geological Survey of Pakistan (GSP), Government of Pakistan, has the right to reject any or all bids/ proposals at any time prior to the acceptance of a bid/ proposal.

**Incharge Procurement  
Geological Survey of Pakistan  
Geological Survey of Pakistan, Plot No 10/11,  
Sector B-1, Phase 5, Hayatabad, Peshawar  
Ph. # 091-9217016**

## 1. INTRODUCTION:

The Geological Survey of Pakistan (GSP) is mandated for country wide geological research work. GSP produces disseminated geological information for government departments, planning, industry and education.

This Request for Proposal (RFP) invites proposals from service providers/vendors who can provide vehicles on rent for the Work Deposit project titled “**Geological Mapping of Khyber Pakhtunkhwa**”. The hired vehicles shall be used for official business, duties at GSP stations throughout the country, and more frequently for field activities in remote mountainous areas of KPK. The GSP requires the services of reputable, well established and reliable firms for hiring of the vehicles, as and when required (on call basis).

The firms must be Registered with Income Tax, Sales Tax Departments and must be on FBR’s Active Taxpayer’s List (ATL). Above requirement is mandatory for the leading company/firm in case of participation as joint venture/consortium. In addition, firms/Consortium must have one or more established offices in one of the major cities of Pakistan. The overall procurement procedure will be governed by PPRA rules/regulations and instructions including the following terms and conditions:

## 2. INSTRUCTIONS TO APPLICANTS

### 2.1.Submission of Applications

- a) This is “SINGLE STAGE TWO ENVELOPE BIDDING PROCEDURE” as per PPRA rules. The bidders shall submit their proposals in one sealed envelope containing two separate sealed envelopes marked as “Technical Proposal” and “Financial Proposal”. Only Technical proposal envelope will be opened in the presence of bidders and financial proposal envelopes will stay in GSP custody till the opening of financial bids. Financial proposals from bidders that meet the technical qualification score will be opened in front of bidders. Final date of opening of Financial Bids will be communicated to all the bidders in advance. Further, final evaluation reports containing technical and financial evaluation will be published on GSP website and PPRA as well. After the finalization of evaluation, the successful bidder will be issued “Letter of Intent” which will be followed by the Contract agreement.

- b) Bids for this contract must be submitted on or before Monday, 19th August, 2024 at 1200 hours in a single sealed envelope containing two sealed envelopes marked as “Technical Proposal” and “Financial Proposal”.
- c) Submission will be valid if:
- Responses to RFP are submitted no later than Monday, 19th August, 2024 at 1200 hours at the office of **Incharge Procurement, Geological Survey of Pakistan, Plot#10-11, Sector B-1, Phase # 05, Hayatabad Peshawar.**
  - Bids are submitted in a Single sealed envelope containing two separate sealed envelopes with separate marking for “Technical Proposal” & “Financial Proposal”. Containing contact numbers and all relevant documents.
- d) The name and mailing address of the Applicant shall be clearly marked on the sealed envelope.
- e) The applications on prescribed format shall be prepared in the English language. Information in any other language shall be accompanied by its translation in English.
- f) Bid Currency and Validity:
- a. All prices must be quoted in Pak Rupees including all applicable taxes.
  - b. The bid should be valid till **30-06-2025** from the date of the opening.
- g) Price/Rate: The rates quoted by the bidder should be in Pak rupee and shall be inclusive of all admissible taxes and levies imposed by the Government. Once opened, bidders cannot change or modify its quoted amount. Price/rate must be quoted in Financial Proposal only.
- h) All maintenance and service will be the responsibility of vehicle supplier. Tentatively the monthly mileage of hired vehicles is expected to range from 3000 km to 5000 km/month. However, Vehicle Supplier will impose no limit or penalty or have no restriction on the mileage covered by the vehicle during this contract or any extension thereof.
- i) Supplier will be responsible for provision of driver’s salary/overtime and accommodation.
- j) Proposal shall contain no interlineations or overwriting and submitted accordingly. Any alteration & modification in tender documents will not be allowed.
- k) The offers will be scrutinized by the Procurement/ Tender Committee and decision of the committee shall be final.
- l) The Bidder will bear all costs associated with the preparation and submission of its Bid.

- m) Any query regarding this RFP may be addressed to the office of the **Incharge Procurement, Geological Survey of Pakistan, Plot #10-11, Sector B-1, Phase # 05 Hayatabad, Peshawar.**
- n) As a result of this Request for Proposal, GSP may do one of the following at its discretion:
- Award a contract for this Request for Proposal on the basis of prescribed evaluation criteria.
  - Cancel the whole process.
- o) GSP will send contract agreement to successful bidder incorporating all terms of agreement between the parties for acceptance. Qualifying/selected contractor/bidder will be required to sign a written contract agreement with GSP to execute the task.
- p) Rules, Regulations & Policies: All rules, regulations and policies will be governed in accordance to the PPRA & GSP.
- q) **Rights:** GSP reserve the right to accept or reject all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by PPRA 2004.
- r) Minimum Technical Qualifying Percentage is 65% of total marks.
- s) If the bidder is unable to deliver the satisfactory service, then GSP reserves the right to cancel contract at any time in accordance to the rules & regulations framed by PPRA.

## 2.2. Timeline

<b>Milestone</b>	<b>Date &amp; Time</b>
RFP Released	05 August, 2024
Last Date to submit Queries related to RFP requirements	12 August, 2024
RFP Bid Submission Date and Time	19 August, 2024 at 1200 hrs.
Opening of Technical Bids	19 August, 2024 at 1230 hrs.
Opening of Financial Bids	To be Decided

### **2.3.Mandatory Documents/information**

Bidder (Companies/consortium) shall provide following details/documents along with the technical proposal

1. Processing fee of Rs.1000/-(non-refundable), must be provide with bank draft/pay order of relevant bank.
2. Bid Security of PKR: 100,000 in the shape of bank draft/pay order drawn in favor of Project Director, geological Survey of Pakistan.
3. Name of Company/Firm.
4. Year of establishment and work experience of company/consortium leader.
5. Name and contact details of focal person including e-mail and telephone numbers.
6. Organizational profile of the Company/Firm/Consortium, management structure and financial management.
7. The bidder must be NTN and Sales Tax registered company in Pakistan and appear on Active Taxpayer list (ATL) of Federal Board of Revenue (FBR).
8. Bidder to provide an affidavit on a stamp paper of Rs 100/- or above, confirming compliance with the following terms in order to be eligible for participation against this RFP
  - a) Bidder or any of its associated Partner / Affiliated / Subsidiary company should not have been blacklisted from participating in any public sector bids / RFPs / tenders.
  - b) Bidder and/or it's Owners, Directors, or Partners should be not listed in any of the International/Local Sanctions or ATA list, as required by the local regulator.
  - c) Vehicles offered are not involved in any litigations/investigations.
  - d) Non-involvement of Driver in any investigations/convictions.
9. Copy of the registration certificate & NTN Certificate and insurance certificates.
10. List of clients.
11. In case of consortium, proof of the consortium must be provided. This proof must include certificate from consortium members delegating all the powers to consortium leader and authorizing the consortium leader to participate in the bid and sign the contract on their behalf.
12. Any other related information
13. In case of documents not provided by bidders along with technical proposal, GSP reserves the rights to reject the proposal from further evaluation.



### 3. SCOPE OF WORK

The companies selected would provide vehicle rental services to GSP on “as and when” required basis with the following to be observed:

#### 3.1. Requirement of Vehicles

- a) The successful bidder will be responsible to provide vehicle as per request from GSP with full fuel tank at GSP, Peshawar office.
- b) No dead mileage would be payable from the service provider’s premises to starting point GSP, Peshawar office.
- c) In case of malfunctioning of vehicle provided by the service provider, it shall be the responsibility of the service provider to make alternate arrangements/replacement of vehicle at the same location where vehicle malfunctioning occurred. No dead mileage would be payable from the service provider’s premises to vehicle malfunctioning location.
- d) The vehicles provided to GSP must be in excellent condition and **not older than 2018 model**. The complete toolkit, including but not limited to spare wheel, wheel change kit, battery jumper cable, vehicle tow cable etc. (**Attach list of vehicles available with the company/consortium along with model/make in your technical proposal.**)
- e) The vehicle provided should be comprehensively insured in all respects by the service provider (Full Insurance). In case of any accident or theft etc., all the claims arising out of it will be met by the service provider and the department (GSP) shall not be liable in any matter whatsoever. Once the bid is accepted, the service provider shall produce all documents related to insurance of the vehicle for verification.

#### 3.2. Tracker System

All vehicles provided to GSP must have a real time online vehicle tracking system installed (Please include any proof to this with your proposal).

#### 3.3. Replacement of Vehicle in Case of Malfunctioning

The service provider will be responsible to ensure that the vehicles provided to GSP are fully maintained and in good condition for travelling. However, in an event that a vehicle malfunctions, the service provider will arrange for its immediate replacement without delays. In case of remote site/area, reasonable travel time (not more than 24 hours) will be

allowed to the service provider to send the replacement, failure to which may lead to imposition of liquidation damages.

### **3.4. Fuel**

The service provider will ensure that whenever, GSP requires a vehicle it should be handed over with a full tank of fuel. The same would be released with a full tank of fuel.

### **3.5. Insurance**

All vehicles should be comprehensively insured and have a third-party insurance.

### **3.6. Taxes**

The bidders must be registered with tax authorities. The bidder must attach a copy of NTN registration. Tokens and related taxes of vehicles must be paid up to date. All the payments will be subject to the deduction of all the applicable taxes.

### **3.7. Drivers**

When vehicle is rented with driver, the following should be observed about the driver

- a) must have a valid license.
- b) Minimum 03 years of relevant experience.
- c) Maximum age limit: 55 years
- d) No off days/holidays will be allowed in case of weekly and monthly hiring for the field.
- e) The firm will be responsible for the behavior/actions of the drivers and will be responsible to provide the immediate replacement in case of complaints/misconduct.
- f) Company must ensure the physical fitness of the driver

### **3.8. Travel Allowances & Accommodation**

GSP will not provide any travel related allowance, accommodation or boarding and lodging arrangements to any driver. This will be the sole responsibility of the service provider. The self-arranged accommodation of drivers should be within 15 kilometers of the stay of the GSP employees.

### **3.9. Log Book**

Firm must maintain a logbook for each travel containing the complete travel details with mileage and locations. The daily travel must be signed by GSP officer in the log book. These details must be provided to GSP along with invoice.

### **3.10. Areas of Service**

The areas of service include entire Pakistan, with extensive travelling to the remote areas of KPK, Baluchistan, Punjab, AJK and Gilgit Baltistan.

### **3.11. Bid Security**

An amount of rupees hundred thousand (Rs. 100,000) through bank draft/pay order in favor of Project Director, Geological Survey of Pakistan must be submitted along with the technical proposal. The bid security would be released after the tendering process is completed. Bids will be rejected at the time of bid opening, in case company fails to comply with this clause.

### **3.12. Performance Guarantee**

Successful bidders/companies/firms will be required to submit a performance guarantee of rupees five hundred thousand (Rs. 500,000) in the form of bank guarantee in favor of Project Director, Geological Survey of Pakistan for the period of contract.

### **3.13. Security**

The firm providing services shall be responsible for the security of the driver, vehicle or any items coming along with the rented vehicle. GSP will not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise.

### **3.14. Payment Mechanism**

A consolidated invoice of completed travels, along with complete details of each travel duly signed by GSP officer of BPS-17 & above, traveling in the vehicle, shall be issued to GSP. No payments shall be made without the detail of travel duly verified by GSP officer of BPS-17 & above traveling. Invoices will be cleared upon receiving the invoice along with necessary documentations. All payments shall be made through cross cheque in the Pak Rupees.

Taxes will be deducted at source as per government rules at the time of payment. In case of consortium all financial transactions will be done with the consortium leader only.

### **3.15. Term of Contract**

The term of the contract awarded to successful bidder(s) shall be **valid until 30<sup>th</sup> June 2025, extendable subject to availability of funds**, from the date of the signing of the contract. In case of consortium, the contract will be signed with the consortium leader.

### 3.16. Consortium

All the communication will be directly dealt with the consortium leader only; any other consortium member cannot directly contact GSP, except through consortium leader. GSP will not be responsible to arbitrate any conflicts between consortium members. Consortium leader will be responsible for all the actions of their members.

## 4. TECHNICAL EVALUATION CRITERIA

(Minimum 65 marks required)

Sr. No.	Criteria	Marks
1.	Past Experience (minimum 2 years, will be given 10 marks and additional 2 mark for each year above 2 and maximum up to 7 years, any experience above 7 years will be given max marks)	20
2.	Company Profile (List of clients, experience of drivers etc.)	06
3.	Experience of working/coordination at remote sites, mountainous areas, and remote locations especially Khyber Pakhtunkhwa, Baluchistan, AJK and Gilgit Baltistan (Provide certification from current/past clients-10 marks for each relevant project)	20
4.	Presence of self/consortium partners at Islamabad and any two of all provinces (KPK, Punjab, Sindh, Baluchistan, GB), (please provide the list) (6 marks for each)	18
5.	Fleet size (Number & Types of Vehicles as listed in Annex A) (02 marks will be given to each 4x4 double cabin vehicle up to maximum of 20 marks (i.e. 2018 and above model Toyota Vigo/ Revo etc.) and 1 mark per vehicle in other categories up to maximum of 10 marks)	30
6.	Financial Strength of the company (Balance Sheet, Profit & Loss/Income Statement/Cash Flow Statement)	06
	<b>Total</b>	100

**Note:** In case of consortium, the evaluation will be done based on the collective profiles of the all consortium members.

**ANNEX A****(Financial Proposal)**

<b>Sr. No.</b>	<b>Vehicle</b>	<b>Rental without Fuel</b>							
		<b>With Driver</b>				<b>Without Driver</b>			
		Daily	Weekly	Fortnightly	Monthly	Daily	Weekly	Fortnightly	Monthly
1.	Toyota Hilux Revo 4X4 Per Vehicle								
2.	Toyota Hilux Vigo 4X4 Per Vehicle								
3.	Toyota Fortuner Per Vehicle								
4.	AWD Crossover/SUV (KIA Sportage, Hyundai Tucson) Per Vehicle								

**Letter of Bid Submission**

*Letterhead paper of the Applicant including full postal address, telephone no., fax no., and e-mail address]*

Date: .....

To: **Incharge Procurement, Geological Survey of Pakistan, Plot#10-11, Sector B-1, Phase # 05, Hayatabad Peshawar.**

Sir,

1. Being duly authorized to represent and act on behalf of ..... (Hereinafter “the Applicant”), and having reviewed and fully understood all the information and requirements provided in the RFP, the undersigned hereby apply to be qualified as a bidder for the contract.....  
*[Name of the Contract]*. Attached to this letter are copies of all the required documents.
2. GSP is authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this bid, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of bid submission will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

3. GSP and its authorized representatives may contact the following persons for further information, if needed.

<b>General and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Personnel Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Technical Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Financial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

4. This application is made with the full understanding that:
- a. bids by applicants will be subject to verification of all information submitted at the time of bidding;
5. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed:
Name:
For and on behalf of (name of Applicant)

**Undertaking for Correctness of Information and Non-Blacklisting  
(To be provided on the Rs.100 Stamp Paper)**

I, the undersigned, do hereby certify that all the statements made in this application / bid and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by GSP at any time, if deems it necessary.

That the undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by GSP deemed necessary to verify this statement regarding my (our) competence and general reputation.

That the undersigned understands and agrees that further information may be requested and I agree to furnish any such information at the request of GSP.

That the undersigned / Applicant is not insolvent and not blacklisted by any of Provincial, Federal or autonomous Government Department anywhere in Pakistan.

The undersigned certify that my firm / company is not involved in \*litigation or arbitration and has not been declared ineligible / debarred by any of the Federal / Provincial Government or any other entity due to any reason whatsoever and is eligible to carry out the business in Pakistan for which this Bid is being made.

Signed by an authorized representative

Name of the Bidder:

Date: \_\_\_\_\_



## Annexure-D

[To be printed on a PKR 100 stamp paper]

### Power of Attorney (For signatory of Application)

**KNOW ALL MEN BY THESE PRESENTS THAT** by this Power of Attorney (“**Power of Attorney**”), [Insert *name firm/Company*] having its registered office at [\_\_\_\_\_], does hereby nominate, appoint and authorize Mr. \_\_\_\_\_, having CNIC No. \_\_\_\_\_ hereinafter referred to as the “**Signatory of Application**”, to do in our name and on our behalf the following:

- I. Sign and submit to \_\_\_\_\_ or its authorized nominee, the Bid for Provision of Rental Vehicles for “**Geological Mapping of Khyber Pakhtunkhwa**”, in response to the advertisement dated [\_\_\_\_\_] issued by GSP and all other documents and instruments required to submit the Bidding Documents.
- II. Execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- III. Do and carry out all other actions as may be required by GSP in connection with the bidding process as a whole;
- IV. To immediately notify GSP in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.
- V. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid in response to the above referred Advertisement including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the GSP (including pre-bid conference meetings and bid opening meetings) and providing information/responses to the GSP in all matters in connection with our Bid. We, [Insert *name of Firm/Company*], do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree that whatever the Signatory of Application shall do or cause to be done pursuant to this Power of Attorney shall be binding on us. Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

**IN WITNESS WHEREOF**, we have executed this **POWER OF ATTORNEY**

as of [Date].

**FOR: [INSERT NAME OF BIDDER]**

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

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

Title: \_\_\_\_\_

CNIC/Passport No. \_\_\_\_\_