

BIDDING DOCUMENTS



FOR INSTALLATION & SERVICES OF ONLINE VEHICLE TRACKING SYSTEM IN UNIVERSITY VEHICLES AT MAIN CAMPUS AT FAISALABAD AND ITS SUB-CAMPUSES AT TOBA TEK SINGH, DEPALPUR-OKARA AND BUREWALA-VEHARI

SPECIAL INSTRUCTIONS

1. No cutting, erasing is allowed in the Tender bid.
2. Bid offered strictly in accordance with the bid document will only be accepted.
3. Only typed bid will be accepted
4. Call Deposit Receipt (CDR) will be preferred. However, any other bank instrument may also be accepted except Bank Guarantee. CDR including other instruments will be deposited in the University relevant account and in that eventuality, the release of the requisite amount would be made in shape of crossed cheque after deductions of necessary taxes and bank charges

**THIS IS FOR STRICT COMPLIANCE, FAILING WHICH THE RESPECTIVE BID
SHALL STAND CANCELLED**



INVITATION TO BID

UNIVERSITY OF AGRICULTURE, FAISALABAD **(TENDER NOTICE No.141/2019)**

Sealed tenders are invited from Income Tax and Sales Tax registered firms with Federal and Provincial Revenue Authority on the basis of Single Stage (two envelop procedure) for the installation of trackers in University vehicles at its Main Campus at Faisalabad, sub-campuses at Toba Tek Singh, Depalpur-Okara and Burewala-Vehari alongwith services of online vehicle tracking system.

Date of Receiving and Opening	17 July,2019
Receiving Time	10:30 a.m.
Opening Time	11:00 a.m.
Bid Security	2% of the Estimated Cost
Tender Fee	Rs.500/-

1. The bidding documents are available in the office of the Treasurer (Tender Cell) and the same may be obtained subject to the payment of the cost of the printing and provision of the document (tender Fee) as mentioned above to be deposited in the University Income Account (No.11-9/NBP, UAF Branch). The bidding documents can also be down loaded free of cost from the UAF website http://uaf.edu.pk/directorates/dpiv/dpiv_tenders.html
2. The all interested bidders will submit the bids in the Tender Cell, 1st Floor Admn. Block Treasurer's Office, University of Agriculture, Faisalabad (UAF) as per scheduled mentioned above.

UMAR SAEED

DIRECTOR (DPIC)

(For & On behalf of the Committee)

Phone#041-9200898, 9200161

Extn.3503/3504/3505

Email: dpic@uaf.edu.pk

store_officer@uaf.edu.pk

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1. OBJECTIVES

University of Agriculture, Faisalabad (UAF) intends to have services of vehicle tracking from well reputed tracking companies (on rental basis) for installation in 120 Vehicles at Faisalabad and its sub campuses at Depalpur-Okara, Toba Tek Singh and Burewala-Vehari for a period of two years. It may be extended for further two years on same terms subject to satisfactory performance.

2. SCOPE OF WORK

The selected bidder will be responsible to provide services of Vehicle Tracking System including tracking and monitoring for UAF vehicles. The bidder will ensure the provision of following vehicle tracking features:

2.1 SERVICES

- Stolen vehicle assistance
- Battery tamper SMS
- Customized way points
- Remote immobilization and activation
- 24 hrs control room access
- Anti-jamming feature
- Mileage status
- Harsh Breaking
- On call location
- Remote Polling
- Web Link for online monitoring
- Mobile App for online monitoring
- Geo Fencing
- Live Google Earth view
- Parking protection
- Alerts based on
 - i. Ignition on/off,
 - ii. Power on/off,
 - iii. Over speeding,
 - iv. Accident Sensing,
 - v. Battery voltage system,
 - vi. Door open/lock,
 - vii. Panic alerts
 - viii. Any other.
- Enabling/Disabling Immobilizer Remotely
- Integrated with google maps
- Alarms Notification via SMS, Calls, Email

2.2 REPORTING

- Daily travel mileage (in kilometers) per vehicle.
- Daily travel assigned track (in kilometer) per vehicle.
- Daily Dead Mileage (in kilometer) per vehicle
- Daily fuel consumption per vehicle.
- Operation Reports for department review and office record on weekly, monthly and yearly basis.
- Complete data access to the procuring agency over internet.
- Other important parameters as mentioned in Requirement / Specification.
- Calculation of total Distance Covered from home position (reports can be exported in excel and pdf format.)
- Reports on fuel usage “Based on average mileage of vehicle.
- Any other – on-demand report (s)

3. PROPOSED DOCUMENT FORMAT

The objective of bid submission requirement is to provide bidders the information to submit their bid in response of this Bidding Documents according to the requirements and in order / sequence as set forth. Bidders must pursue following requirements for their proposals / bids.

- ❖ For this tender ‘Single stage - Two Envelopes’ procedure of open competitive bidding shall be adopted.
- ❖ Bids shall comprise of single envelope containing two separate envelopes, i.e. Technical and Financial Proposals, and clearly marked Technical and Financial proposals on the respective envelopes. Envelopes must also be labeled with the name, address and contact number of the bidding company, and also the Title of the Tender for which the bid is being submitted.

The proposal will be evaluated on the basis of criteria already indicated in Annex-D. The technical proposal will be evaluated first and financial bids of the technically qualified firms will be opened in second stage.

3.1 TECHNICAL PROPOSAL

In preparing the technical proposal, the vendors are expected to examine the documents comprising this TOR in detail. Material deficiencies in providing the information in the proposal may result in rejection of a Proposal. The vendors will attached the document in sequence as mentioned in annexure-D and mentioned below. Besides of annexure-D, the vendor will offer the services and reporting system as mentioned in annexure-F as technical deliverables. Therefore, interested Company/ Companies may attach following documents along with their proposals:

- a) Name of firm/Company with location of Head Office, Branch Offices, its status, address, telephone numbers, fax number and email etc.

- b) Detailed Company Profile.
- c) Year of Establishment of company /firm with documentary proof.
- d) NTN and Sales Tax/Provincial Revenue Authority Registration Certificates.
- e) Affidavit to the effect that the firm has not been blacklisted and is not in litigation with any organization/department private or public etc.

3.2 FINANCIAL PROPOSAL

- i. Bidders are required to fill the Annex-G while following the format given, and submit it as Financial Proposal. Financial Proposals not according to the given format may lead to the rejection of bid.
- ii. All the Government taxes including GST and any perspective Taxes imposed by Government of Pakistan must be included in the quoted rates. Separate claim in this regard will not be entertained from the Supplier.
- iii. Bidders are required to submit their proposals in PAK Rupees (PKR). A bank draft/pay order amounting 2% of the Estimated Cost worth Rs.18,00,000/- should accompany the financial proposal as earnest money/bid security drawn in favor of Director, Procurement & Inventory Control, UAF. The bid shall not be considered without earnest money. The amount deposited as earnest money by the supplier will be refunded on signing of agreement and submission of performance security.
- iv. The successful bidders shall have to submit 10% of the total bid value as performance security at the time of signing the agreement, which will be returned after successful completion of contract.
- v. The Financial Proposal must be enclosed separately in sealed envelope marked "FINANCIAL PROPOSAL". The financial proposals of technically qualified short listed firms will be opened in the presence of the representatives of the firms that may choose to attend. The time and date of the financial bid opening will be communicated at a later time. All the costs must include all applicable taxes.
- vi. Bid Validity period will be 60 days from the opening date of financial bids.

4. SELECTION PROCEDURE

- i. Evaluation of the firms shall be based on information provided in Proposals.
- ii. On the basis of technical evaluation, the financial proposal of only technically responsive bid of qualified bidders (minimum 70 marks in evaluation of firm) will be opened in the presence of their representatives who may choose to attend.
- iii. For qualifying in Technical responsiveness, bidders shall fulfill all the requirements as laid out in Part A "Mandatory Requirements" of Technical Evaluation Criteria at Annex-D. If any of the mandatory requirements is not met by the bidder, the bid will be cancelled straightaway and no further consideration will be given.
- iv. Financial proposals of bids found technically non-responsive or non-qualify bidder will be returned un-opened.

- v. The Technical Evaluation committee will be fully authorized to verify the authenticity of the information provided by the bidders as and when required.
- vi. After the approval of contract award, contract / agreement on the stamp paper worth Rs. 500/- shall be executed by the firm with selected bidder within 7 working days from the date of issuance of Letter of Intent on standard terms and conditions.
- vii. If the selected bidder fails to sign the contract within 7 working days then the contract will be awarded to second lowest bidder and the amount deposited as security will be forfeited.

5. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

5.1 The bidders will be required to submit technical proposal placed in a sealed envelope clearly marked "Technical Proposal," and financial proposal in a separate sealed envelope clearly marked "Financial Proposal" and warning: "Do Not Open with the Technical Proposal." Both envelopes shall be placed into an outer sealed envelope bearing the submission address and other information indicated in the Data Sheet.

5.2 The completed technical and financial proposals must be delivered at the submission address on or before date & time as stated in the data sheet (Annex-A). Any Proposal received after the closing time shall be returned unopened.

5.3 The technical proposals shall be opened by the Committee at Directorate of procurement and inventory control,UAF on the same day. The financial proposal shall remain sealed and will be kept in the custody of the client.

6. PROPOSAL EVALUATION

6.1 TECHNICAL PROPOSAL

The committee will carry out the evaluation of proposals on the basis of their responsiveness to the TOR, applying the evaluation criteria and point system specified in the Data Sheet. The Client will notify firms of the rejection of their technical proposal indicating that their financial proposals if any will be returned unopened after completing the selection process.

6.2 FINANCIAL PROPOSAL

The Client will notify in writing the technically qualified firms the date, time and address indicated in the Data Sheet, for opening the financial proposals. The opening date shall not be sooner than 5 calendar days after the notification date. The notification may be sent by registered letter, cable telex, facsimile, or electronic mail.

On opening the financial proposals in the presence of the representative of the firms who may choose to attend, the Client will announce the names of the firm, the technical scores, and the amounts of their financial proposals in respective meetings. The Client will keep a register of representatives attending the meeting.

7. MODE OF PAYMENT

Recurring charges will be paid on monthly basis after completion of each month upon submission of bill/invoice by the firm and endorsed by the contract administrator.

8. TERMS & CONDITIONS

- a. The successful bidder shall be responsible for the delivery of all services provided for within the contract on the basis of fixed price agreement set at the beginning of the contract. The contract would be for two years period from the date of commencement of the contract subject to satisfactory performance, it may be extended for further two years on same terms, depending upon performance, quality of work, price and level of service. Price in the tender cannot be increased during the currency of the tender. Similarly, terms and conditions cannot be altered.
- b. The bid money (which will be called with Financial bid) of unsuccessful tenderers will be returned as promptly as possible.
- c. An affidavit by the vender will be required to the effect that neither the tenderer has been disqualified, blacklisted by any relevant authority nor are there any proceedings pending that may result in such disqualification or blacklisting.
- d. UAF will enter into an agreement with the successful bidder on the terms and conditions of tender documents.
- e. The successful bidder shall not let, sublet, assign or sub-contract of otherwise, his interests in the contract to any other person or company providing such tracking services.
- f. Any act of the bidder in contravention of these terms and condition would be treated as breach of contract.
- g. The information provided by the tenderers will be treated as contractual binding. However, the UAF reserve the right to seek clarification or verification of any such information.
- h. The successful bidder shall not do anything which may adversely affect or impair the reputation or interests of the UAF otherwise his contract will be liable to be cancelled and his security deposited with UAF will be forfeited and firm will be blacklisted.
- i. The Client (UAF) reserves the right to accept or reject any tender or to annul the tendering process and reject all the tenders at any time prior to acceptance/ contract award, without thereby incurring any liability to the tenderers.
- j. The UAF Committee may physically verify the information provided by the bidder in accordance to the Annex-D.
- k. The successful bidder shall not share any information of the UAF with any unauthorized person and shall ensure the security of the information.

- l. If the services of successful company is not upto satisfaction of UAF reserves the right to cancel the Contract / agreement, forfeit the bid money and have contract with 2nd lowest party at the risk and the cost of the (1st lowest) company.
- m. In case of sudden public holiday the bids will be open on next working day.
- n. In case of dispute the matter will be referred to Vice Chancellor, UAF whose decision will be binding on both parties.
- o. In case of delay in provision of services within given time in the work order, UAF reserves the right to impose penalty @1% of contract value for each day of delay, not exceeding the 10% of contract value.

The above-mentioned terms & conditions have been carefully read & are hereby unconditionally accepted.

9. CLARIFICATION (REFERENCES)

Queries regarding this RFP shall be submitted in writing to:

1. Umar Saeed
Director Procurement & Inventory Control
University of Agriculture,
Faisalabad
Phone: +92-41-9200898
Email: dpic@uaf.edu.pk
kadri@uaf.edu.pk

ANNEX- A

Data Sheet Information to Vendors

- (1) The name of the Client is: **UNIVERSITY OF AGRICULTURE, FAISALABAD.**
- (2) A separate technical and a financial proposal is requested: Yes
- (3) The name of the Assignment is: **INSTALLATION OF TRACKERS IN UNIVERSITY VEHICLES AT ITS MAIN CAMPUS AT FAISALABAD, SUB-CAMPUSES AT TOBA TEK SINGH, DEPALPUR-OKARA AND BUREWALA-VEHARI ALONGWITH SERVICES OF ONLINE VEHICLE TRACKING SYSTEM**
- (4) pre-proposal conference will be held: No
- (5) The name, address and telephone/numbers of the Client's Official is:
- UMAR SAEED**
Director Procurement & Inventory Control
University of Agriculture,
Faisalabad
Phone: +92-41-9200898
Email: dpic@uaf.edu.pk
kadri@uaf.edu.pk
- (6) The address for requesting clarifications is: As above in (5)
- (7) Proposals must remain valid for 60 days after the opening of Financial Bid.
- (8) The evaluation criteria is:
- a) Technical Proposal = Minimum 70% marks are required to participate in Financial Bids if Services & Reporting system offered as per requirement mentioned in scope of work.
- b) Financial Proposal = Bidder having lowest evaluated cost
- (9) The criteria for evaluation of Technical Proposal as defined in Annexure "D"

Technical Score:

- | | |
|------------------------------|------------------|
| • Technical Evaluation Marks | Total 100 Points |
| • Qualification Threshold | 70% |

Note:

- Contract will be awarded on least cost basis.

ANNEX-B

TECHNICAL PROPOSAL SUBMISSION FORM

Director Procurement & Inventory Control
University of Agriculture,
Faisalabad
Phone: +92-41-9200898
Email: dpic@uaf.edu.pk

Sir,

We, the undersigned, offer to provide the **INSTALLATION OF TRACKERS IN UNIVERSITY VEHICLES AT ITS MAIN CAMPUS AT FAISALABAD, SUB-CAMPUSES AT TOBA TEK SINGH, DEPALPUR-OKARA AND BUREWALA-VEHARI ALONGWITH SERVICES OF ONLINE VEHICLE TRACKING SYSTEM**. We are hereby submitting our Technical Document along with Financial bid, sealed in envelope.

2. We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.
3. The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature:
Name and Title of Signatory:

ANNEX-C

COMPANY PROFILE

Name of Firm/ Company	
Name of bidder	
Office Address of Firm/Agent	
Email address of firm/ agent	
NIC No of Bidder	
Telephone No. /Cell No.	
Fax No.	
NTN /Sales Tax/PST Number	
Name of Authorized Person/Contact No.	

**Signature of
the bidder**

Authorized
Representative

Stamp

ANNEX-D

Basic Criteria (Mandatory Requirements)

Sr. No.	Attributes	Reference Page#
1.	Firms Income Tax Certificate / GST/PRA Certificate.	
2.	Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
3.	Locations of offices at Faisalabad, Okara, Toba Tek Singh, Burewala-Vehari, etc.	
4.	Provision of vehicle tracking services under one umbrella i.e. point of contact should be one for services and support.	
5.	Income Tax Return for the year 2018	
6.	PTA Valid License as tracker company	

Technical Evaluation Criteria for Tracking Services

S. #	Attributes	Max. Score	Weight age	Criteria	Reference Page# Documentary Proof												
1.	Complete name of firm/company with location of Head Office, Branch Offices. Correspondence address, telephone number, fax number email.	5	0-5	One No. for each branch over to that maximum will 5 marks.	Printed brochure with branches or mentioned at website of company												
2.	Company in Operations (No. of years) Documentary proof and references required	15	0-15	Three marks will be awarded for each year of experience.	Certificate of incorporation												
3.	No of employees (Present Strength) Less than 20= Zero Marks	10	0-10	<table border="1"> <tr> <td>No. of employees</td><td>21 - 40</td><td>41 - 60</td><td>61 - 80</td><td>81 - 90</td><td>91 & above</td></tr> <tr> <td>Marks Allocated</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr> </table>	No. of employees	21 - 40	41 - 60	61 - 80	81 - 90	91 & above	Marks Allocated	2	4	6	8	10	Company website data alongwith employee directory or list alongwith qualification and complete contact no.
No. of employees	21 - 40	41 - 60	61 - 80	81 - 90	91 & above												
Marks Allocated	2	4	6	8	10												
4.	Long Term. Rating of company	10	0-10	<table border="1"> <tr> <td>Credit Rating</td><td>BB</td><td>BBB</td><td>A</td><td>AA</td><td>AAA</td></tr> <tr> <td>Marks Allocated</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr> </table>	Credit Rating	BB	BBB	A	AA	AAA	Marks Allocated	2	4	6	8	10	Letter from credit rating agency or reference from any state owned institution.
Credit Rating	BB	BBB	A	AA	AAA												
Marks Allocated	2	4	6	8	10												
5.	ISO Certification	10	0-10	If certified will get 10 marks otherwise zero													

6.	Similar Work of experience with documentary proof.	15	0-15	Marks will be distributed as per following details.						Order/contract copy along with address and contact No. of client.
				No. of Clients	1-3	4-6	7-9	10-12	13 and above	
				Marks Allocated	3	6	9	12	15	
7.	Technical Work Force	20	0-20	Electric Engineer =5 Mechanical Engineer=5 I.T Expert=5 Technician (one for each technician=5						CV,s of the staff. (The staff should have minimum 5 years experience in his/her field then shall be considered for Score)
	R&D Setup R&D based on feedback from Users/clients and necessary changes in system	5	0-5	If the company has its own R&D Setup then 5 marks otherwise zero						
8.	Financial soundness	10	0-10	2 Marks will be awarded on each 10 million turnover) (Maximum 10 marks for 50 million annual transaction.						Audited accounts/ annual audited report/ income tax return for previous year
Total Marks		100								

ANNEX- E

FINANCIAL PROPOSAL SUBMISSION FORM

Director Procurement & Inventory Control
University of Agriculture,
Faisalabad
Phone: +92-41-9200898
Email: dpic@uaf.edu.pk

Sir,

We, the undersigned, offer to provide the **INSTALLATION OF TRACKERS IN UNIVERSITY VEHICLES AT ITS MAIN CAMPUS AT FAISALABAD, SUB-CAMPUSES AT TOBA TEK SINGH, DEPALPUR-OKARA AND BUREWALA-VEHARI ALONGWITH SERVICES OF ONLINE VEHICLE TRACKING SYSTEM**. Rates mentioned in our attached financial proposal are inclusive of all applicable local taxes.

2. We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever. The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Deliverables

Sr.#	Description	Offer	Qty
1	<p>Installation of Tracking System/Device (on rental basis) for UAF Vehicles including but not limited to the following mandatory features, along with the management software:</p> <p>a) GPS/GPRS/GSM based system</p> <p>1 SERVICES</p> <ul style="list-style-type: none"> • Stolen vehicle assistance • Battery tamper SMS • Customized way points • Remote immobilization and activation • 24 hrs control room access • Anti-jamming feature • Mileage status • Harsh Breaking • On call location • Remote Polling • Web Link for online monitoring • Mobile App for online monitoring • Geo Fencing • Live Google Earth view • Parking protection • Alerts based on <ul style="list-style-type: none"> i. Ignition on/off, ii. Power on/off, iii. Over speeding, iv. Accident Sensing, v. Battery voltage system, vi. Door open/lock, vii. Panic alerts viii. Any other. • Enabling/Disabling Immobilizer Remotely • Integrated with google maps • Alarms Notification via SMS, Calls, Email <p>2 REPORTING</p> <ul style="list-style-type: none"> • Daily travel mileage (in kilometers) per vehicle. • Daily travel assigned track (in kilometer) per vehicle. • Daily Dead Mileage (in kilometer) per vehicle 		120

	<ul style="list-style-type: none"> • Daily fuel consumption per vehicle. • Operation Reports for department review and office record on weekly, monthly and yearly basis. • Complete data access to the procuring agency over internet. • Other important parameters as mentioned in Requirement / Specification. • Calculation of total Distance Covered from home position (reports can be exported in excel and pdf format.) • Reports on fuel usage “Based on average mileage of vehicle. • Any other – on-demand report (s) 		
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ANNEX- G

S.No	No. of vehicles	Monthly cost per vehicle (A)	number of months (B)	Total cost AxB
	120		24	

Annual Recurring Chargers per vehicle per month.

Total Bid Value:

Total Bid Value: (in words)

Note. The bid value must be inclusive of GST and all other taxes. The vehicle involves cars, Bus, tractor, motorcyle etc.