

Tender No. 01/2015

TENDER DOCUMENTS

FOR

SUPPLY OF A NEW VEHICLE (STAFF CAR)

FOR

**COMMERCIAL SECTION
CONSULATE GENERAL OF PAKISTAN
HOUSTON**

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**CONSULATE GENERAL OF PAKISTAN
HOUSTON**

1. INTRODUCTION

Consulate General of Pakistan, Houston is a diplomatic consular mission in Texas, USA for providing consular and commercial services in the region. For this purpose, the Consulate General operates with its two main sections i.e. Consular and Commercial Sections.

2. SCOPE OF WORK

The scope of work includes provision of one (01) Staff Car SUV for the official use of the Commercial Section of the Consulate General as per specifications/requirements given in Annexure "B".

3. TERMS AND CONDITIONS

a. Submission of Bids

- (1) The bids shall be submitted in single package. The envelope should contain detailed specifications of the vehicle alongwith financial proposal separately mentioning cost of vehicle and other costs such as transportation and other associated costs of delivery etc. A brochure giving detailed specifications should also be provided in the same envelope. The bids must be submitted in such a manner that the contents are fully enclosed and cannot be known until duly opened. The outer cover should indicate the name of addressee, tender number, date of opening and the name of the firm/authorized dealer.
- (2) The envelope must be properly sealed.
- (3) The envelope must contain the name of the firm, tender number and shall be marked as "**Financial proposal for provision of a vehicle for Commercial Section, Consulate General of Pakistan, Houston.**" as the case may be.

b. Bid Security / Earnest Money

- (1) There is no bid security required.

c. Bid Validity

- (1) Offer shall remain valid for 40 days from the date of opening of tender and in case of acceptance of offer within validity period, bidder is bound to provide the vehicle on the quoted rates and terms.
- (2) After communication of acceptance of offer of bidder / firm by the procuring agency (Consulate General of Pakistan, Houston) within validity period, the firm shall be bound to accept the supply orders issued during the currency of financial year 2014-2015 on the tendered rates for provision of the vehicle, within required time period after the receipt of the supply order(s). In this connection, a formal agreement shall be signed by the successful bidder.

d. Opening of Bids

- (1) Envelope marked "**Financial proposal for provision of a vehicle for Commercial Section, Consulate General of Pakistan, Houston**" shall be opened at the specified time and venue in presence of bidders or their representatives who may choose to be present.

e. Rejection of the Bid

- (1) Any offer not received as per terms & conditions of the tender is liable to be rejected.
- (2) No offer shall be considered if:
 - (a) It is received after the time and date fixed for its receipt.
 - (b) The tender is un-signed.



- (c) The offer is ambiguous.
 - (d) The offer is conditional.
 - (e) The offer is from the firms who are black listed / suspended by any Government Department.
 - (f) The offer is received by telegram.
 - (g) The offer is received with shorter validity than required in the tender.
 - (h) The offer is for vehicle that does not conform to the specifications indicated in the list given in the Annexure B.
- (3) Consulate General of Pakistan further reserves the rights to accept or reject any or all tenders prior to acceptance of the bid.
- f. Performance Guarantee**
- Not required.
- g. Warranty / Guarantee**
- (1) The successful bidder shall provide warranty / guarantee undertaking for provision of the vehicle as per terms and conditions of the agreement and within the given time frame.
- h. Taxes**
- (1) Consulate General of Pakistan, Houston, being a Diplomatic entity is exempted from the application of General Sales Tax and therefore the quoted rates should be in accordance with the tax policy of the State or Federal Government for the foreign diplomatic missions in USA.
- i. Bidding**
- (1) Bid should be in accordance with the requirements as in Annexure "B".
 - (2) Rates should be quoted on delivery at site basis, i.e. at the show room of the bidder situated in the greater Houston area.
 - (3) Bidder should quote final rates; both in words as well as in figures.
 - (4) Bidder may quote prices list duly stamped and signed.
 - (5) Tender form must also be filled in, stamped, and signed by authorized representative of the bidder.
 - (6) Any erasing / cutting / crossing etc. appearing in offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any over-writing, not authenticated with signatures of authorized person, shall in no circumstances be accepted.
 - (7) Quotation should be submitted on the basis of accounting unit specified.
 - (8) Demonstration, where needed, should be submitted by bidder along with the offer.
 - (9) The bid should be submitted in the Consulate General of Pakistan, 11850 Jones Road, Houston TX 77070 before **10:30 hours on 16th June 2015.**
- j. Bid Evaluation**
- (1) Bids shall be evaluated in accordance with:-
- a) Terms & conditions spelt out in tender documents
 - b) Adherence to the specifications of the required vehicle.
 - c) Rates offered by the firms.
 - d) Supply time and provisioning of on-site service.
 - e) Willingness of firm to enter into contract agreement with the Consulate General of Pakistan for provision of the vehicle on rates tendered by the firm / bidder in its financial bid, during currency of the financial year 2014-2015 which shall end on 30-06-2015. Delivery time period can be extended by another 30 days considering the present regulations of the government on the auto sector.



- f) In case of any arithmetic error in the total tender amount, quoted item rate will be taken as touchstone to work out the correct tendered amount.
- (4) The bids shall be opened publicly at **11:00 hours on 19th June 2015** in the premises of the Consulate General of Pakistan, 11850 Jones Road, Houston TX 77070.
- k. Completion of said work**
- (1) The vehicle mentioned in Annexure "B" is required to be delivered/provided in the show room of the successful bidder in the limits of Greater Houston area within 30 days from the issue of supply order against the tender.
- l. Consulate General of Pakistan's Rights**
- (1) Consulate General of Pakistan reserves the right to accept or reject any or all tenders prior to acceptance of the bid.
- (2) Consulate General of Pakistan reserves the right to claim compensation for the loss caused by delay in delivery or any defects in the vehicle.
- m. Price Reasonability Certificate**
- (1) Bidder shall certify that prices quoted are not more than prices charged from any agency (Government & Private) in USA and in case of any discrepancy, bidder thereby undertakes to refund price charged in excess.
- (2) Bidders shall furnish price reasonability certificate as given at Annex C.
- n. Payment**
- (1) Payment shall be released within ten days after receipt of proforma invoice from the successful bidder provided that:
- (a) Invoice is complete, accurate and to the entire satisfaction of procuring agency (Consulate General of Pakistan).
- (2) All payments shall be made through cross cheques in local currency i.e US Dollar.
- o. Arbitration**
- (1) In event of any dispute arising between bidder and the procuring agency (Consulate General of Pakistan), the same shall be referred to the sole arbitrator i.e. The Honorable Consul General of Pakistan, Houston USA.



4. SCHEDULE FOR RECEIPT AND OPENING OF BIDS

Last date for receipt of Tender	19 June 2015 till 10:30 Hours
Time & date of opening of Tender	19 June 2015 at 11:00 Hours
Delivery / Execution Period	within 30 days from the date of issue of Purchase Order (not exceeding 30 June 2015 – however, considering the local laws restricting the auto sector on supply to Embassies only against approval from the Ministry of Foreign Affairs, additional 30 days beyond 30th June 2015 can be granted against reasonable justification)
Venue of opening Tender	Consulate General of Pakistan, 11850 Jones Road, Houston TX 77070.



Annex- A

TENDER FORM

**SUPPLY OF STAFF CAR/ VEHICLE (SEDAN)
FOR COMMERCIAL SECTION,
CONSULATE GENERAL OF PAKISTAN,
HOUSTON**

Company's name: _____

Company's address: _____

Tax registration # _____

Person to be contacted with contact # _____



Annexure-C

PRICE REASONABILITY CERTIFICATE

1. We hereby confirm to have read carefully the description of vehicle and all the terms and conditions of your tender enquiry due for opening on _____ for supply of a staff car/vehicle (Sedan/ SUV) for the Commercial Section, Consulate General of Pakistan, Houston. We agree to abide by all these instructions/ conditions.
2. We also hereby categorically confirm that the vehicle offered by us is as per specifications laid down in your tender and as provided in the catalogue, brochure supplied by us in submission of bids.
3. The vehicle offered by us is of (a) foreign origin or (b) local origin.
4. We accept that if our offer is found lacking in any of the requirements of your tender enquiry, it shall be rejected.
5. We hereby confirm to adhere to the delivery period required in the tender enquiry which would be the essence of the contract and which will be strictly adhered to by us.
6. Certificate that the prices quoted against this tender are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder, / tenderer hereby undertakes to refund the price charged in excess.

Tender Form duly filled and signed in enclosed.

Name of the Bidder / Tenderer _____

Signature of Tenderer _____

Designation _____

Seal _____

Witness

a) Name _____ Signature _____

b) Full Address _____

c) Date _____



Annexure-D

OVERALL COMPLIANCE UNDERTAKING

I, (Name) _____,
(Designation) _____, (Company Name) _____ have gone through
all terms & conditions of these tender documents and hereby undertake that me and my
company are firmly bound to abide by / comply all sections of these tender documents except
for those items listed below.

Name: _____

Title: _____

Company: _____

Signature: _____

Date: _____



Annexure-B

BILL OF QUANTITIES/ SPECIFICATIONS

TYPE	:	STAFF CAR (SUV)
QUANTITY	:	ONE (1) UNIT
COLOUR	:	BLACK, WHITE, DARK BLUE, DARK GREY
DOORS	:	MINIMUM FOUR DOORS WITH TRUNK
MODEL	:	2015 (BRAND NEW – ZERO ODOMETER)
CAPACITY	:	2000 CC/ 2.0L OR ABOVE GASOLINE FUEL (ELECTRONIC FUEL INJECTION/TURBO)
TRANSMISSION:		AUTOMATIC
REMARKS	:	TAX FREE (NO STATE OR FEDERAL GOVERNMENT TAX) (AS APPLICABLE EXEMPTION FOR FOREIGN DIPLOMATIC MISSIONS)