



European Union



National Rural Support Programme

Block 5-B, 2nd Floor, F-6 Markaz, Super Market, Islamabad. Tel: +92 51 2274039-42

 European Union	TENDER NOTICE Tender# EU/BRDCEP/01/vehicles/2017	 National Rural Support Programme	
<p>National Rural Support Programme (NRSP), intends to award a supply contract for vehicles and motorcycles, as per below given details, with financial assistance from European Union (EU) under Baluchistan Rural Development & Community Empowerment Programme (BRDCEP) for district Kech.</p>			
Lot No.	Description	Qty	Specifications
1	4x4 Vehicle 1500 to 1700 cc (SUV Type)	06 Unit	Specifications are mentioned in the tender document.
2	Motorcycle 95-100 cc	04 Units	
<p>The suppliers should have valid GST & NTN and having at least 10 years of experience in the relevant field to participate. The bids shall accompany with complete documents (as defined in the tender documents) along with call deposit of 2% (refundable) of the total bid value. Bids will be finalized on the basis of specifications, cost, experience and delivery time. The decision of competent authority will be final and cannot be challenged in any court of law. The tender documents can be downloaded free of cost from NRSP web site http://www.nrsp.org.pk. The deadline for submission of bids is 2nd August, 2017 till 15:00 PST to the undersigned office at Islamabad. NRSP reserve the right to accept or reject any or all bids without assigning any reason thereof.</p>			
<p align="center">Procurement Committee, National Rural Support Programme, Block 5-B, 2nd Floor, F- 6, Super Market, Islamabad. Ph:+92-51-2274039-42</p>			

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Block 5-B, 2nd Floor, F-6 Markaz, Super Market, Islamabad. Tel: +92 51 2274039-42

Islamabad, 3rd July, 2017.

Our ref.: Tender# EU/BRDCEP/01/vehicles/2017

Dear Sirs,

SUBJECT: INVITATION TO TENDER FOR SUPPLY OF VEHICLES & MOTORCYCLES

This is an invitation to tender for the above mentioned supply contract. Please find enclosed the following documents, which constitute the tender document:

- A. Instructions to tenderers (ITT)
- B. Technical Specifications, Technical and financial offers
 - Annex I +II: Technical specifications + Technical offer
 - Annex II: Budget breakdown (model financial offer)
- C. Tender Form
 - Annex IV Tender form for a supply contract
 - Annex V Tenderer's declaration for non-exclusion from tenders

We look forward to receiving your tender along with bid security (Tender Guarantee) in the form of Demand Draft/Pay order/Call Deposit in the name of NRSP before the submission deadline at the address specified in the Instructions to Tenderers.

By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the NRSP sends it to the electronic address you referred to in your offer.

Yours sincerely,

NRSP Procurement Committee



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Section A

Instructions to Tenders (ITT)



Section A. INSTRUCTIONS TO TENDERERS

PUBLICATION REF.: Tender# EU/BRDCEP/01/vehicles/2017

By submitting a tender, tenderers fully and unreservedly accept the special and general conditions governing the contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender document; remarks may result in the immediate rejection of the tender without further evaluation.

These Instructions set out the rules for the submission, selection and implementation of contracts financed under this call for tenders, in conformity with the Practical Guide (available on the Internet at: <http://ec.europa.eu/europeaid/prag/document.do>).

1. Supplies to be provided

1.1 The subject of the contract is the supply s by the Contractor of the following vehicles and motorcycles.

S. No	Lot No	Description	Qty	Specifications
1	Lot No 1	4x4 Vehicle 1500 to 1700 cc (SUV Type)	06 Units	Attached in ANNEX II TECHNICAL SPECIFICATIONS
2	Lot No.2	Motorcycle 95-100 cc	04 Units	Attached in ANNEX II TECHNICAL SPECIFICATIONS

- 1.2 The supplies must comply fully with the technical specifications set out in the tender document (technical annex II) and conform in all respects with the quantities, samples, measurements and other instructions.
- 1.3 The Prices quoted shall be Delivery Duty Paid (DDP) at the delivery location:-
For Lot No.1 at NRSP, Block 5-B, 2nd Floor, F-6 Markaz, Super Market, Islamabad.
For Lot No.2 at NRSP Regional Office, Near Circuit House, DHQ Hospital Road, Turbat Baluchistan.
with transportation, and loading, unloading, transit insurance and other associated cost if any.
- 1.4 The supplier warrants that the goods supplied under the contract are new and unused.
- 1.5 The tenderer must have at least 10 year experience of manufacturing and supplying of similar to those offered in the bid.
- 1.6 Tenderer must have country wide dealer network. (Need to attach list with the Technical Proposal).
- 1.7 Exact quantities may vary slightly from estimated numbers.
- 1.8 Tenderers are not authorized to tender for a variant solution in addition to the present tender.
- 1.9 **Tenderers can apply for single lot or can apply for more than one lots. Tender for each lot must be submitted separately. Partial bids for any lot will not be accepted.**



2. Timetable

	DATE	TIME*
Tender notice Publication	3 rd July, 2017	00:00 PST
Deadline for requesting clarifications from the Contracting Authority	20 th July, 2017	15:00 PST
Last date on which clarifications are issued by the Contracting Authority	24 th July, 2017	15:00 PST
Deadline for submission of tenders	2 nd August, 2017	15:00 PST
Tender opening session	2 nd August, 2017	15:30 PST
Notification of award to the successful tenderer	7 th August, 2017*	-
Signature of the contract	11 th August, 2017*	-

* Provisional date

3. Participation

3.1 Eligibility.

- 3.1.1 Participation in tendering is open to all legal person who is established in Pakistan and the Member State of the European Union or in a country or territory of the regions covered and/or authorized by the specific instruments applicable to the Balochistan Rural Development & Community Empowerment Programme (BRDCEP) under which the contract is financed. All works, supplies and services must originate in one or more of these countries¹.
- 3.1.2 These terms refer to all nationals of the above states and to all legal entities, companies or partnerships effectively established in the above states. For the purposes of proving compliance with this rule, tenderers being legal persons, must present the documents required under that country's law.
- 3.1.3 The eligibility requirement detailed in sub clauses 3.1.1 and 3.1.2 applies to all members of a joint venture/consortium and all subcontractors, as well as to all entities upon whose capacity the tenderer relies for the selection criteria. Every tenderer, member of a joint venture/consortium, every capacity-providing entity, every subcontractor providing more than 10 % of the supplies must certify that they meet these conditions. They must prove their eligibility by a document dated less than one year earlier than the deadline for submitting tenders, drawn up in accordance with their national law or practice or by copies of the original documents stating the constitution and/or legal status and the place of registration and/or statutory seat and, if it is different, the place of central administration. The Contracting Authority may accept other satisfactory evidence that these conditions are met.

¹ Europe: EU Member States, EEA Member States, Croatia, The former Yugoslav Republic of Macedonia, Turkey, Montenegro. Asia: Afghanistan, Bangladesh, Bhutan, Cambodia, China, Democratic People's Republic of Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam. Latin America: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, El Salvador, Ecuador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela. Central Asia: Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, Uzbekistan. Middle East: Iran, Iraq, Oman, Saudi Arabia, Yemen. South Africa: South Africa.



3.1.4 Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in Sections 2.3.3.1 or 2.3.3.2 of the Practical Guide. Should they do so, their tender will be considered unsuitable or irregular respectively. In the cases listed in Section 2.3.3.1 of the **Practical Guide** tenderers may also be excluded from EU financed procedures and be subject to financial penalties representing 2 % to 10 % of the total value of the contract in accordance with the conditions set in Section 2.3.4 of the **Practical Guide**. This information may be published on the Commission website in accordance with the conditions set in Section 2.3.4 of the Practical Guide. Tenderers must provide declarations that they are not in any of these exclusion situations. The declarations must cover all the members of a joint venture/consortium. Tenderers who make false declarations may also incur financial penalties and exclusion in accordance with section 2.3.4 of the Practical Guide. Their tender will be considered irregular.

The exclusion situations referred to above also apply to all members of a joint venture/consortium, all subcontractors and all suppliers to tenderers, as well as to all entities upon whose capacity the tenderer relies for the selection criteria. When requested by the Contracting Authority, tenderers/contractors must submit declarations from the intended subcontractors that they are not in any of the exclusion situations. In cases of doubt over declarations, the Contracting Authority will request documentary evidence that subcontractors are not in a situation that excludes them.

3.1.5 To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively.

3.1.6 There tenders include subcontracting, it is recommended that the contractual arrangements between tenderers and their subcontractors include mediation, according to national and international practices, as a method of dispute resolution.

3.1.7 Participation in tendering is open to all legal persons having registered business entity including sole proprietorship, authorized dealers, Association of Persons (AOP), partnership firm, private or public limited companies.

3.2 Exclusion from participation.

Tenderers must have to certify in a declaration that they are not in one of the following situation

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment;
- They have been guilty of grave professional misconduct proven by any means;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of country where the contract to be performed.
- They have been subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interest



3.3 Exclusion from award of contract

Contracts may not be awarded to tenderers which during the procurement procedure:

- (a) Are subject to a conflict of interest;
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation in the contract procedure or fail to supply this information.

4. Origin

4.1 All vehicles and motorcycles purchased under the contract must originate in a Member State of the European Union or in a country or territory of the regions covered and/or authorized by the specific instruments applicable to the Balochistan Rural Development & Community Empowerment Programme (BRDCEP) (see the list of eligible origin in foot note 1).

4.2 Contractors must present proof of origin to BRSP no later than when the first invoice is presented, for equipment of a unit cost on purchase of more than € 5 000 (about 550 000 PKR). The certificate of origin must be made out by the competent authorities of the country of origin.

5. Type of contract

Supply Contract

6. Currency

Tenders must be presented in Pak Rupees (PKR)

7. Lots

This tender procedure is divided into lots.

- 7.1 The tenderer may submit a tender for one lot, several or all of the lots.
- 7.2 Each lot will form a separate contract and the quantities indicated for different lots will be indivisible. The tenderer must offer the whole of the quantity or quantities indicated for each lot. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.
- 7.3 A tenderer may include in its tender the overall discount it would grant in the event of some or all of the lots for which it has submitted a tender being awarded. The discount should be clearly indicated for each lot in such a way that it can be announced during the public tender opening session.
- 7.4 Contracts will be awarded lot by lot, but the Contracting Authority may select the most favorable overall solution after taking account of any discounts offered.

8. Period of validity

- 8.1 Tenderers will be bound by their tenders for a period of 90 days from the deadline for the submission of tenders.
- 8.2 In case prior to the expiry of the original tender validity period, NRSP may ask tenderers to extend this period by 30 days or more. Such requests and the responses to them must be in writing. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

9. Language of tenders

The Tender, Bid forms both technical & financial, declaration, annexes and all supporting documents must be written in English language. If the supporting documents are not



written in the English language, it is recommended to provide a translation into the language of the call for tenders, in order to facilitate the evaluation of the documents.

10. Submission of tenders

10.1 The NRSP must receive the tenders before the deadline specified in 10.3. They must include all the documents specified in point 11 of these Instructions and be sent to the following address:

**Procurement Committee,
National Rural Support Programme,
Block 5-B, 2nd Floor, F- 6 Markaz, Super Market, Islamabad.
Ph:+92-51-2274039 - 42
Latest by 2nd August, 2017 by 15:00PST**

10.2 All tenders, including technical bid, financial bid, declaration, annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

- a) the above address
- b) the reference code of this tender procedure, (i.e. Tender# EU/BRDCEP/01/vehicles/2017)
- c) The words ‘Not to be opened before the tender opening session
2nd August, 2017 till 15:30PST, in language of the tender package.
- d) The name of the tenderer.

The technical & financial offers and other must be placed separately in a single envelope.

11. Content of tenders

Failure to fulfil the below requirements will constitute an irregularity and may result in rejection of the tender. All tenders submitted must comply with the requirements in the tender document and comprise:

Part 1: Technical Offer:

Tenderers must have to complete the technical offer on the annexed format Annex I&II “Technical Bid Form”. Tenders received without technical bid will be treated as rejected. Tenderers may use their letter pad for printing of technical bid form.

A detailed description of the supplies tendered in conformity with the technical specifications, including any documentation required, including if applicable:

The technical offer should be presented as per template adding separate sheets for details as necessary.

Part 2: Financial Offer:

A financial offer calculated on a Delivery duty paid (DDP) basis for the supplies tendered:

This financial offer should be presented as per template (Annex III, Budget breakdown), adding separate sheets for details if necessary. Tenderers may use their letter pad for printing of financial bid form.



Part 3: Documentation:

To be supplied using the templates attached:

- Bid security (tender guarantee) for 2% of the total tender value in shape of demand draft / pay order/Call deposit in the name of NRSP. Cheques will not be accepted.
- Tenderer's declaration for non-exclusion from tenders.
- Supporting documents as required in the technical bid form including company's registration, Tax certification, experience certificates, bank statements, dealers network, financial statements and company's profile.
- A statement by the tenderer undertaking/confirming the origin of the supplies tendered.
- Supporting documents as required in the technical bid form including company's registration, Sales Tax & Income Tax registration certifications, experience certificates, bank statements, financial statements and company's profile.

Remarks:

Tenderers are requested to follow this order of presentation.

12. Rejection of Tender

The tender will be rejected if

- The documents does not bear signature of the authorized person.
- It is received through fax/e-mail.
- If the tender is submitted without or less or not as per mentioned instrument the bid security (tender guarantee).
- It is received after the expiry of the due date and time.
- Incomplete tender.

The NRSP Procurement committee may reject, or increase/decrease the quantity as per policy of any tender subject any may cancel the tendering process at any time prior to the acceptance of tenders.

13. Taxes, Insurance and other charges

- 13.1 The quoted rates should be inclusive of all applicable taxes (WHT, GST etc) by the government. In case of any exemption tenderers should have to provide a valid exemption certificate as per government rules.
- 13.2 The quoted prices should be included of all transportation, carriage, handling of supplies at destinations and all other costs.
- 13.3 Tenderers must have to provide the transit insurance cover for the supplies subject to this tender.

14. Additional information before the deadline for submission of tenders

The tender package is clear that tenderers do not need to request additional information during the procedure. If NRSP, on its own initiative or in response to a request from a prospective tenderer, provides additional information on the tender package, it must send such information in writing to all other prospective tenderers at the same time.



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Tenderers may submit questions in writing to the following address before the deadline as given in clause 2, time table, specifying the **publication reference and the contract title**:

Procurement Committee,
National Rural Support Programme,
Block 5-B, 2nd Floor, F- 6 Markaz, Super Market,
Islamabad.
Ph:+92-51-2274039 - 42
e-mail:procurement@nrsp.org.pk

NRSP has no obligation to provide clarifications after this date.

Any clarification of the tender package will be published on the NRSP Website <https://www.nrsp.org.pk>

Any prospective tenderers seeking to arrange individual meetings with either NRPP and/or the European Commission during the tender period may be excluded from the tender procedure.

15. Alteration or withdrawal of tenders

- 15.1 Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- 15.2 No tender may be withdrawn in the interval between the deadline for submission of tenders referred to in Article 10.1 and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

16. Cost of preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

17. Ownership of tenders

NRSP retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

18. Opening of tenders

- 18.1 The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the required documents have been properly included and whether the tenders are generally in order.
- 18.2 The tenders will be opened in public session on **2nd August, 2017 at 15:30PST** at;



National Rural Support Programme,

Block 5-B, 2nd Floor, F- 6 Markaz, Super Market, Islamabad.

by the committee appointed for the purpose in the presence of the official representatives of the tenderers.

- 18.3 At the tender opening, the tenderers' names, the tender prices, any discount offered, may be announced.
- 18.4 After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.
- 18.5 Any attempt by tenderers to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence NRSP in its decision concerning the award of the contract will result in the immediate rejection of their tenders.
- 18.6 All tenders received after the deadline for submission specified in the contract notice or these Instructions will be kept by NRSP. The associated guarantees will be returned to the tenderers. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

19. Evaluation of tenders

19.1 Examination of the administrative conformity of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender document. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender document.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender document, limit the rights of NRSP or the tenderer's obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation minutes.

If a tender does not comply with the tender document, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

19.2 Technical evaluation

After analyzing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

19.3

In the interests of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the evaluation committee may ask each tenderer individually for clarification of its tender including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation



committee. The request for clarification and the response must be in writing, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders. Any such request for clarification must not distort competition. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

19.4 Financial evaluation

a) Tenders found to be technically compliant will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- Where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
- except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.

b) Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

19.5 Award criteria

The sole award criterion will be the required/given technical specification and lowest price. NRSP reserve the right to split the contact between one, two or more supplier as per received offers.

20. Signature of the contract

20.1 The successful tenderer will be informed in writing that its tender has been accepted (notification of award). Before NRSP signs the contract with the successful tenderer, the successful tenderer must provide the **documentary proof** (original copies), including company incorporation/registration, NTN and GST Certificate, bank statement or any other document needed by the evaluation committee according to the selection criteria.

20.2 If successful tenderer fails to provide the documentary or statements or the evidence needed by the contracting authority according to the selection criteria within 7 working days following the notification award or if the successful tenderer is found to have provided false information or fake documents, the award will be considered null and void. In such case NRSP may award the tender to the next lowest tenderer or cancel the tender procedure.

20.3 Within 14 days receipt of the contract signed by NRSP, the selected tenderer must sign and date the contract and return it, with the performance guarantee (if applicable), to NRSP. On signing the contract, the successful tenderer will become the Contractor and the contract will enter into force.

20.4 If it fails to sign and return the contract and any financial guarantee required within 14 days after receipt of notification, NRSP may consider the acceptance of the tender to be cancelled without prejudice to NRSP's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on NRSP.



21. Tender guarantee (Bid Security)

The Bid security (tender guarantee), for 2% of the total tender value in shape of demand draft/pay order/call deposit in the name of NRSP. The tender guarantees provided by tenderers who have not been selected shall be returned together with a letter of regret. The tender guarantee of the successful tenderer shall be retained till the completion of contract.

22. Ethics clauses

- 22.1 Any attempt by a candidate or tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or NRSP during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of their candidacy or tender and may result in administrative penalties.
- 22.2 Without NRSP's prior written authorization, a Contractor and its staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.
- 22.3. When submitting a tender, tenderers must declare that they are not affected by a conflict of interest and have no equivalent relation in that respect with other tenderers or parties involved in the project. Should such a situation arise during execution of the contract, the Contractor must immediately inform NRSP.
- 22.4 Contractors must at all times act impartially and as faithful advisers in accordance with the code of conduct of their profession. They will refrain from making public statements about the project or services without NRSP's prior approval. They may not commit NRSP in any way without its prior written consent.
- 22.5 For the duration of the contracts Contractors and their staff must respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state. In particular and in accordance with the legal basic act concerned, tenderers that have been awarded contracts must abide by core labor standards as defined in the relevant International Labor Organization conventions (such as the Conventions on freedom of association and collective bargaining; Abolition of forced and compulsory labor; Elimination of forced and compulsory labor; Abolition of child labor).
- 22.6 Contractors may accept no payment connected with the contracts other than that provided for therein. Contractors and their staff must not exercise any activity nor receive any advantage inconsistent with their obligations to NRSP.
- 22.7 Contractors and their staff are obliged to maintain professional secrecy for the entire duration of contracts and after their completion. All reports and documents drawn up or received by Contractors will be confidential.
- 22.8 The contract governs the Contracting Parties' use of all reports and documents drawn up, received or presented by them during the implementation of the contract.
- 22.9 Contractors must refrain from any relationship likely to compromise their independence or that of their staff. If the Contractor ceases to be independent, NRSP may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to Compensation.



- 22.10 The Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if NRSP fails to take all appropriate measures to remedy the situation. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with NRSP.
- 22.11 All tenders will be rejected or contracts terminated if it emerges that the award or implementation of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has any appearance of being a front company.
- 22.12 The Contractor undertakes to supply the Commission on request with all supporting documents relating to the conditions of the contract’s execution. The Commission may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.
- 22.13 Contractors found to have paid unusual commercial expenses on projects funded by the EU are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU funds.
- 22.14 NRSP reserves the right to suspend or cancel the procedure, if the award procedure proves to have been subject to substantial errors, irregularities or fraud. Where such substantial errors, irregularities or fraud are discovered after the award of the Contract, NRSP may refrain from concluding the Contract.
- 22.15 In case of any dispute during the contracting period the contracting authority reserves the right to suspend or cancel the contract and supplier / contractor will be responsible for all the damages.

23. Cancellation of the tender procedure

If a tender procedure is cancelled, tenderers will be notified by NRSP. If the tender procedure is cancelled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur, for example, if:

- The tender procedure has been unsuccessful, namely where no suitable, qualitatively or financially acceptable tender has been received or there has been no valid response at all;
- The economic or technical parameters of the project have changed fundamentally;
- Exceptional circumstances or *force majeure* render normal implementation of the project impossible;
- All technically acceptable tenders exceed the financial resources available;
- There have been substantial errors, irregularities frauds in the procedure, in particular where these have prevented fair competition;



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- The award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.

In no event will NRSP be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if NRSP has been advised of the possibility of damages. The publication of a contract notice does not commit NRSP to implement the program or project announced.

24. Penalty

NRSP reserve the right to forfeit the bid security (tender grantee) in case the successful tenderer regrets or fail to provide the offered items.

25. Appeals

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at complaints@nrsp.org.pk.

Section B
Technical and Financial Offers
Format

A. Company Name:

<p>B. Company Owner(s) / Partners full names:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>C. Company Legal Authorized Representative for this Tender:</p> <p>Complete Name:</p> <p>Position in the</p> <p>Company: Signature:</p>
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D. Additional Information about the Contractor:

1- Official Date of Registration. _____

2- Company Registration No. _____

3- Company Type as per Registration (√ or X)

Public Limited Co	Private Limited Co	AOP	Others

4- Company' National Tax Number _____ (Attach copy)

5-Company' Sales Tax Registration Number _____ (Attach copy)

6- Full Name of 3 Key Representatives of Company:

Name	Position	Location	Mobile Number

7 Total number of full time employees (Professional Staff Only): _____

8 Bank Account Details (Company):

Bank Name	Branch Code	Account No

9 Copy of Dealers Network – countrywide (Attach copy)

10 Undertaking of at least 10 year experience of manufacturing and supplying of similar to those offered in the bid.

**11. Past Experience:
Contract Award History (Last 2 years):**

No	Project Description	Location	Organization	Duration	Project Cost (PKR)

I undersigned, certify that I am the designated legal representative of this Company that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of bid, even if discovered later.

Name:

Position:

Signature &
Stamp: Date:

TECHNICAL SPECIFICATIONS + TECHNICAL OFFER

Contract title: SUPPLY OF VEHICLES & MOTORCYCLES

Publication reference: Tender# EU/BRDCEP/01/vehicles/2017

NAME OF TENDERER:-----

Item Number	Specifications Required	Specifications Offered	Notes, remarks (if any)
Lot 1	<p>Vehicle – Type SUV 1500-1700 cc gasoline Engine 4 cylinder 16 valves, Body Type SUV, Overall at least 4100 x 1750 x 1600 mm (LxWxH), Steering Hyd. Power Tilt & telescopic, 4 x 4 - 6 speed auto transmission, Suspension Front Strut with coil spring Rear torsion beam with coil spring, Dual Airbags, ABS with EBD function, ground clearance min 180mm, Fuel Tank 40-50 Liters, Rim Size 17, air conditioner, Heater, Immobilizer, 3P ELRX2 front and rear seat belts, 5 seats, Warranty at least 40,000km or 2 years.</p>		
Lot 2	<p>Motorcycles (Motorbike). Engine 95-100 cc , 4 Stroke OHC Air Cooled, Kick start, Transmission 4 speed constant mesh, Ground clearance at least 155mm, Fuel Tank at least 9-11Liter, Tyre Front 2.75 -18 4 PR and Rear 2.75-18 6PR, suspension Front Telescopic Forke and Back Swing arm , Dry weight at least 95kg, Roller Chain Drive complete with standard accessories, at least 6 month or 5,000Km for frame, body & elecrial system and engine warranty 3 years or 20,000km manufacturer warranty.</p>		

Authorized Signature: _____

Stamp: _____

Date:- _____

PUBLICATION REFERENCE: Tender# EU/BRDCEP/01/vehicles/2017

Contract title: SUPPLY OF VEHICLES & M OTORCYCLES

NAME OF TENDERER:-----

Item Number	Quantity (Units)	SPECIFICATIONS OFFERED (MAKE/MODEL)	Unit Cost with Delivery Charges DDP (Ex-Islamabad/Turbat)	Total PKR
Lot No.1	6			
Lot No.2	4			
Total Cost:- PKR DDP				

Authorized Signature: _____

Stamp: _____

Date:- _____

Section C

- Tender form for supply contract
- Tenderer's declaration for non exclusion from tenders

D. TENDER FORM FOR A SUPPLY CONTRACT**Publication reference:** Tender# EU/BRDCEP/01/vehicles/2017**Title of contract:** SUPPLY OF VEHICLES AND MOTORCYCLES

One signed form must be supplied (for each lot, if the tender procedure is divided into lots), together with the number of copies specified in the Instruction to Tenderers. The form must include a signed declaration using the annexed format from each legal entity making the application. Any additional documentation (brochure, letter, etc.) sent with the form will not be taken into consideration. Applications being submitted by a consortium (i.e. either a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members. The attachments to this submission form (i.e. declarations) may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Authority upon request. For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator, as well as the relevant selection criteria. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will supply the supplies or perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

1 SUBMITTED BY

	Name(s) of tenderer(s)	Nationality¹
Leader²		
Member		

¹ Country in which the legal entity is registered.

² add/delete additional lines for members as appropriate. Note that a subcontractor is not considered to be a member for the purposes of this tender procedure. Subsequently, the data of the subcontractor must not appear in the data related to the economic, financial and professional capacity. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as '**leader**' (and all other lines should be deleted).

Etc ...

2 CONTACT PERSON (for this tender)

Name	
Address	
Telephone	
Mobile	
E-mail	

<To be submitted on at Least Rs.50 Stamp paper>

Tenderer’s declaration

In the response to your bids invitation Tender# EU/BRDCEP/01/vehicles/2017 advertised in the daily newspapers for the above contract we, the undersigned, hereby declare that:

- This tender is valid for a period of 90 days from the last date for the submission of tenders.
- We note that NRSP is not bound to precede with this invitation to tender and that it reserves the right to award contract as a whole or partially.
- We agree to adhere to all of the terms and conditions as given in the “**Instructions to Tenderers**” of the contracting authority and other documents as provided in the tender document.
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, NRSP reserves the right to terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the a procedure provided for in national legislation or regulations.
- We have not been convicted of an offence concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.
- We as sole proprietorship, firm, AOP, or company do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found , I would stand liable to NRSP as per the rules mentioned in the ITT of this tender document.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/ International organization, Government/ semi Government department, NGO, USAID, EU or any other company/organization.
- Have not been reported for/under litigation for child abuse.

Name: _____

Business Title: _____

Signature: _____

Business Stamp:_____