

BIDDING DOCUMENTS
FOR
PURCHASE OF BUSES & COASTERS

Available on NATCO website (www.natco.gov.pk)

Northern Areas Transport Corporation Gilgit-Baltistan, Pakistan

**TERMS & CONDITIONS/EVALUATION CRITERIA FOR COMPANIES/SUPPLIERS
TO APPEAR IN BIDDING PROCESS**

The cost of the Tender Documents is Rs. 30,000/- "Bidders" refers to Manufacturing Company, Authorized Suppliers, Authorized Dealers or any other person as authorized by company as dealer.

A. DETAILS OF BUSSES & COASTERS

S #	Type of Vehicles	Main Specifications
1	Bus (Single Glass)	Yutong or Equivalent with Engine Capacity (HP/RPM) 340@1900 and Seating Capacity (45 + 1 + 1)
2	Bus (Double Glass)	Yutong or Equivalent with Engine Capacity (HP/RPM) 336@1900 and Seating Capacity (45 + 1 + 1)
3	Coaster	Toyota or Equivalent Engine capacity 5C and Seating capacity 28

B. Mandatory Documents:

1.	Registration of the Company/ letter of authorized dealership
2.	CDR from Schedule Bank
3.	Non-Blacklisted Affidavit on Stamp Paper of Rs. 5000/-, affidavit less than this amount shall not be considered.

C. TERMS AND CONDITIONS:

- i. Bidders are required to submit the mandatory documents specified in at point-B above to be eligible for the technical evaluation. Any firm or contractor that fails to provide the required documents shall not be considered eligible for the technical evaluation process.
- ii. Earnest money of Rs. 10,000,000 must be attached with the technical proposal as a demand draft or pay order in favor of the General Manager Admin, NATCO.
- iii.
- iv. The Bidder must be a registered business entity, authorized dealer, or direct manufacturer with a valid license to operate. Relevant supporting documentation must be submitted with the bid.
- v. The bidder must have a minimum of 10 years of experience in manufacturing or supplying buses to transport companies or government institutions. Relevant supporting documentation must be submitted with the bid.
- vi. The bidder must provide audited financial statements for the past 3 years.

- vii. Bidders must have the ability to deliver the buses within 3 to 6 months from the date of the award and provide after-sales support and maintenance services, including spare parts availability for at least one years.
- viii. Tender documents must be submitted by 12:00 PM on 8th April, 2025 and will be opened at NATCO South Office Islamabad at 1:00 PM on the same day in the presence of bidders or their representatives.
- ix. Tenders with incomplete supporting documents will not be accepted, and providing incorrect information may result in legal action and bid rejection.
- x. An affidavit on Rs. 5000/- stamp paper must be attached with the tender, stating that the bidder has never been blacklisted by any Government/Semi-Government Organization/PPRA/GBPPRA.
- xi. The single-stage two-envelope procedure will be followed, with a 70:30 evaluation ratio (70 for the technical proposal and 30 for the financial proposal). Bidders must submit separate proposals for technical and financial aspects, clearly indicating their name as per "Bid Submission Instructions" given in bidding documents.
- xii. Rates are required to be indicated as unit cost of bus/coaster separately. The quantity shall be decided later as per the requirement of the company. The validity of the period of cost offered must be mentioned.
- xiii. The corporation reserves the right to accept or reject the tender in accordance with GBPPRA Rule-36(1)

D. Marks for Technical & Financial Proposals:

i.	Technical Bid	=	70
ii.	<u>Financial Bid</u>	=	<u>30</u>
	Total	=	100

E. DISTRIBUTION OF TECHNICAL MARKS (70)

i. Profile & Experience

(Allocated Marks 20)

Experience (Years)	Marks
10	10
11-15	15
16 and above	20

- Experience certificate should be signed by CEO / Senior Executive with supporting documents.

ii. NO. OF SUPPLIES SUCCESSFULLY COMPLETED

(Allocated Marks 20)

Client Details	Marks
10 Busses or Coasters supplied in last 10 years	10
Between 11 to 20 Busses or Coasters supplied in last 10 years	20
More than 20 Busses or Coasters supplied in last 10 years	30

- Proof of the supplies duly verified CEO / Senior Executive of the bidder.

iii. Financial Position of the Firm (Marks allocated 15)

Annual Turn Over	Marks
Average Annual turnover of last three years between PKR 500 Millions to PKR 600 million	10
Average Annual turnover of last three years between PKR 601 Millions to PKR 800 million	15
Average Annual turnover of last three years more than PKR 800 Millions	20

- Financial statement duly audited must be provided

F. PREPARATION OF PROPOSAL/Bids

- i. Firms are required to submit a technical and financial proposal, written in English.
- ii. **Technical Proposal**
 - a. While preparing the technical proposal, bidder must review all the terms and instructions given in this document. Failure to provide the required information is at your own risk and may lead to the rejection of your proposal.
 - b. The technical proposal must not contain any financial information.

iii. Financial Proposal

The financial proposal must be prepared and submitted indicating price/cost of the assignment separately and in total for the assignments outlined in the Annexure-A, no changes or negation shall be permitted after submission of proposals.

G. SUBMISSION OF PROPOSAL

- i. Submit one original technical and financial proposal and one copy. Place each proposal in a separate envelope labeled "Technical Proposal" or "Financial Proposal" and mark them as "Original" or "Copy." Seal both in an outer envelope with the specified address and clearly mark: **"DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE PROCUREMENT OR EVALUATION COMMITTEE."**
- ii. The proposal must be free from interlineations or overwriting. Any corrections must be initialed by the authorized signatories.
- iii. The completed technical and financial proposals must be submitted by the deadline specified in the advertisement.

H. PROPOSAL EVALUATION

i. Technical Proposal

The procurement committee appointed by the Client will assess the Technical Proposals using the criteria and point system specified in Annexure-B. Each responsive proposal will receive a technical score (S). Proposals scoring less than 80% of the marks allocated for the Technical Proposal (70 marks) shall be considered non-responsive, and their Financial Proposal shall be returned unopened.

ii. Financial Proposal

- a. The financial proposals of technically qualified/responsive firms will be opened in the presence of representatives who will be invited to attend. The Client will inform qualified/responsive firms of the date and time for opening the financial proposals. The cost of each proposal will be publicly announced to the attending representatives.
- b. The procurement committee will verify whether the financial proposals are complete and free from computational errors. The lowest financial proposal among the qualified bidders will be awarded full marks of the financial proposal.
- c. Following the evaluation of financial proposals, the final ranking of technically qualified firms will be calculated using a combined technical and financial score, based on the weights.

I. DISCUSSIONS

- i. The firm ranked No. 1 as the Most Advantageous Bid in the combined evaluation will be invited without delay to discuss the technical and contractual terms. Its representatives must have written authorization to negotiate all terms and finalize a binding agreement. If they fail to do so, the firm ranked No. 2 will be invited.

- ii. The discussions will conclude with a mutually agreed contract. Once finalized, the Client and the firm will initial the agreed draft contract.

J. AWARD OF CONTRACT

- i. NATCO shall issue a Letter of Intent (LoI) to the selected firm immediately upon acceptance of its bid/proposal. The selected firm shall be required to execute the contract as by NATCO, after fulfilling all formalities and pre-conditions stipulated in the Letter of Intent.
- ii. The selected firm shall commence the supply of vehicles within the given time period.
- iii. The conditions related to the payment schedule, and performance guarantee (if required) shall be an integral part of the contract agreement, which shall be signed with the selected firm.

(ABDUL HAMEED)

General Manager Administration

PH: (05811:920419)