



GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR

National Database and Registration Authority (NADRA)

REGIONAL HEAD OFFICE KARACHI

29-E, Miran Muhammad Shah Road, M.A.C.H.S, K.D.A Scheme – I, Karachi.

NADRA/KHI-Admin/18/ 1451

17 July 2018

To: Mr. Muhammad Amir Butt
Additional Director (Staff)
National Accountability Bureau (Karachi)
PRCS Building 197/5, Dr. Daudpota Road, Karachi Cantonment

Info: Deputy Director A & P Division. NAB HQ Islamabad
✓ Transparency International Pakistan, Karachi Office
4-C, Mezzanine Floor, Khayaban-e-Ittehad, Phase VII
Defence Housing Authority, Karachi

Subject: **Complaint Against Director General NADRA Karachi – Tender Notice for Rented Cars (Reply)**

Reference: Your office Letter No. 5-2(2623674-K)Prev/A&P/NAB(K)IO-I/2018/700 dated 6 July 2018 received on 11 July 2018.

1. Regional Head Office, Karachi evaluated the complaint in the subject matter tender, para wise replies are as under:

- a. The tender cost was approximately Rs.1.0 Million and NADRA was supposed to publish only on PPRA Website as per PPRA Rules para 12 (2), whereas, this office advertised the same in 2 x Nationally circulated newspapers i-e The Daily Dawn, Karachi and The Daily Jang, Karachi along with PPRA Site No.TS346649E dated 1 March 2018 in order to ensure competitive rate as well as transparency.
- b. Bidding Documents para 6 supports the PPRA Rule 33 for rejection of bids with terms defined at para 8.8, 18 and 19 for rejection of bids.
- c. Estimated project time was 3 months, however, it only remained for 67days and expenditure of Rs.856,785/- was incurred with prior Administrative and Financial approval of NADRA HQ, Islamabad.
- d. Complete Set of the bidding document of said procurement is enclosed.

2. However, omission is regretted in terms of rule 33 of PPRA Rules and noted for compliance, please.

(Abdul Shakoor)
For Director General Sindh
A/Deputy Director (Admin)

Total Value of Procurement - Tender for Rented Cars

Sr. No.	Date of Hiring	Number of Vehicles Hired	Type	Rent Per month (Rs)	Number of Months/Days Vehcile Hired	Total Payment on Hiring	Date of De-Hiring
1	01.05.2018	5	Toyota Corolla	79,088.00	02 Months and 07 Days	171,357.00	07.07.2018
2	01.05.2018		Toyota Corolla	79,088.00	02 Months and 07 Days	171,357.00	07.07.2018
3	01.05.2018		Toyota Corolla	79,088.00	02 Months and 07 Days	171,357.00	07.07.2018
4	01.05.2018		Toyota Corolla	79,088.00	02 Months and 07 Days	171,357.00	07.07.2018
5	01.05.2018		Toyota Corolla	79,088.00	02 Months and 07 Days	171,357.00	07.07.2018
Grand Total (Amount in Rupees)						856,785.00	

Tender No. PID (K) # 3247/17 Dated 28 Feb 2018 (Jang)
Tender No. PID (K) # 3247/17 Dated 01 Mar 2018 (Dawn)

Tender Bidding Documents

For Rented Cars
(1200 CC to 1300 CC, Model 2016-17)
preferably white color, Toyota Corolla with Driver
(SINGLE STAGE – SINGLE ENVELOP)

Issued to _____ Dated .03.2018



Administration Department
Regional Head Office, Karachi

Authorized Signature/Stamp

Date

Tender No. PID (K) # 3247/17 Dated 28 Feb 2018 (Jang)
Tender No. PID (K) # 3247/17 Dated 01 Mar 2018 (Dawn)

ENGLISH NEWSPAPER

Daily Dawn 01st March 2018



SAY NO TO CORRUPTION

NADRA
Regional Head Office, Karachi

TENDER NOTICE

FOR THE SUPPLY OF RENTED CARS FOR THE NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA) KARACHI

1. The National Database and Registration Authority (NADRA) is invited to receive bids for the supply of rented cars for the National Database and Registration Authority (NADRA) Karachi.

2. The details of the tender are as follows:

3. The bids should be submitted to the Regional Head Office, NADRA, Karachi, on or before 11:00 AM on 01/03/2018.

4. The bids should be submitted in sealed envelopes and should be accompanied by a bank guarantee of Rs. 10,00,000/- (Ten Lakhs Only) in favor of NADRA.

5. The bids should be submitted in the following format:

6. The bids should be submitted in the following format:

7. The bids should be submitted in the following format:

8. The bids should be submitted in the following format:

9. The bids should be submitted in the following format:

10. The bids should be submitted in the following format:

DIRECTOR GENERAL
National Database & Registration Authority
Regional Head Office NADRA, Karachi
29-E Miran Muhammad Shah Road, M.A.C.H.S
KDA Scheme-01, Karachi Phone No.: 021-34540828

URDU NEWSPAPER

Daily Jang 28th February 2018



SAY NO TO CORRUPTION

نادرا
ریجنل ہیڈ آفس، کراچی

ٹینڈر نوٹس

1. نیشنل ڈیٹا بیس اور رجسٹریشن اتھارٹی (نڈرا) کراچی کو رینٹڈ کاروں کی فراہمی کے لیے ٹینڈر طلب ہے۔

2. ٹینڈر کی تفصیلات درج ذیل ہیں:

3. ٹینڈر کی پٹریاں 01/03/2018ء کو صبح 11:00 بجے تک نڈرا، کراچی کے ریجنل ہیڈ آفس پر پیش کی جائیں گی۔

4. ٹینڈر کی پٹریاں مہتمم کے نام پر لکھی گئی ہونگی اور ان کے ساتھ نڈرا کے نام پر 10,00,000/- (دس لاکھ روپے) کی بینک گرانٹی پیش کی جائے گی۔

5. ٹینڈر کی پٹریاں درج ذیل فارمیٹ میں پیش کی جائیں گی:

6. ٹینڈر کی پٹریاں درج ذیل فارمیٹ میں پیش کی جائیں گی:

7. ٹینڈر کی پٹریاں درج ذیل فارمیٹ میں پیش کی جائیں گی:

8. ٹینڈر کی پٹریاں درج ذیل فارمیٹ میں پیش کی جائیں گی:

9. ٹینڈر کی پٹریاں درج ذیل فارمیٹ میں پیش کی جائیں گی:

10. ٹینڈر کی پٹریاں درج ذیل فارمیٹ میں پیش کی جائیں گی:

ڈائریکٹر جنرل
نیشنل ڈیٹا بیس اور رجسٹریشن اتھارٹی (نڈرا) کراچی
29-E Miran Muhammad Shah Road, M.A.C.H.S
KDA Scheme-01, Karachi Phone No.: 021-34540828

PPRA WEB SITE - www.ppra.org.pk
Tender No. TS346649E Dated 01.03.2018

Authorized Signature/Stamp

Date

Tender Participant Application Form

To **Director General**
 NADRA Regional Head Office
 Karachi

Subject: **Bid Documents of Companies / Firms at NADRA RHO Karachi**

Dear Sir,

1. Kindly find herewith the documents as required in the bid documents in the light of advertisement published in The Daily Jang, Karachi Dated 28 Feb 2018 and The News Karachi Dated 01 March 2018 and PPRA Website advertisement No. TS346649E Dated 01.03.2018
2. We accept that if our technical proposal is accepted than may be called by NADRA for further processing.
3. We undertake that you are not bound to accept the lowest or any proposal you may receive but as per criteria, if the proposals are accepted than we are bound for services as required in the scope of work.
4. Unless and until agreement is prepared and executed, this document together with your written acceptance thereof shall constitute a binding contract between us.
5. All details provided by undersigned are correct to the best of knowledge and belief. I have no objection if enquiries are made about the work listed by firm in accompanying sheets / Annexure.
6. NADRA Regional Head Office Karachi reserves the right to reject any application as per PPRA Rules provision. If any information furnished by bidder proves to be false at later stage, the contract, if awarded is liable for cancellation.
7. I have read and signed each page of bid documents and obliged instructions given in the bid documents and if any false information is found at the time submission or later, NADRA reserves right to take action as per law.

Authorized Signature/Stamp

Date

B. Participant Detail Form

Note: i. Firm/Companies must fill in all the details as required in the form
ii. Use Capital letters.

Company/Firm Name: _____

Date of Registration: _____

Type / Legal Status of Organization: _____
(Partnership/Proprietorship/Company)

Name(s) of Owner(s): _____

Head Office _____

NTN: _____ **Sales Tax Registration No:** _____

Sindh Revenue Board No: _____

Registration with Department No (Optional) _____

Business Address: _____

Telephone: _____ **Fax:** _____

Cell No: _____ **Email:** _____

Authorized Signature/Stamp

Date

1. Scope of Work

The vehicle (s) will be utilized for registration purpose in the following districts under the jurisdiction of NADRA RHO Karachi.

- a) Tharparkar
- b) Umerkot
- c) Mirpurkhas
- d) Badin
- e) Thatta
- f) Sujawal
- g) Hyderabad
- h) Matiari
- i) Tando Allahyar
- j) Tando Muhammad Khan
- k) Jamshoro
- l) Karachi East
- m) Karachi West
- n) Karachi South
- o) Karachi Central
- p) Karachi Malir
- q) Karachi Korangi

Authorized Signature/Stamp

Date

2. Procurement Items

Under the registration Project, rented vehicles services in above mentioned districts, invites **sealed bids for supply of rented vehicles services** Quote the rates per month & daily basis for each vehicle.

Sr. No.	Description	Qty Required
a.	Toyota Corolla Car (1200-1300 CC) preferably white color, Model 2016-17, Toyota Corolla along with driver	10

Authorized Signature/Stamp

Date

National Database and Registration Authority (NADRA)
29-E Miran Muhammad Shah Road, M.A.C.H.S KDA Scheme – I, Karachi

3. Submission of Bid

- 3.1 All the Bids shall be furnished on Single Stage Single Envelope Procedure (as per PPRA Rules)
- 3.2 Sealed Bid with complete details of vehicles like make, model etc should be submitted in the sealed envelope clearly marked as “Bid for Rented vehicles for all districts under jurisdiction of NADRA RHO Karachi as mentioned in para-1”. If any service provider wants to offer for all districts then he should send the separate bids for each district.
- 3.3 Prices should be inclusive of all applicable taxes.
- 3.4 The bidders should take care in submitting the bid and ensure that enclosed papers will be properly numbered and submitted in a file in proper manner.
- 3.5 The bids to this tender must be submitted latest by 19 March 2018 before 11 a.m.
- 3.6 The Bids should be addressed to:
Admin Department
NADRA RHO Karachi
29 E Miran Muhammad Shah Road
MACHS Karachi
- 3.7 The NADRA reserves the right for conducting inspection of the rented vehicles. The selected bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.
- 3.8 The offer will remain **valid for a period of 90 days** from the closing date of the Bid. Any offer falling short of the validity period is liable for rejection. However the vendor should pass on the benefit to the NADRA if there is any price reduction in the meantime.
- 3.9 No offer can be withdrawn by the vendor subsequent to the closing date and time for submission of offers.

Authorized Signature/Stamp

Date

4. Eligibility

The main criteria for applying to the tender are as follows:

- 4.1 Preference will be given to the firms/companies who possess two years of experience in the provision of rented vehicle services
- 4.2 Preference will be given to registered tax payer (FBR & SRB)
- 4.3 Vehicles must be in good condition and fully tax paid up to date.
- 4.4 Preference will be given to local vendors.

5. Bid Security

5.1 All bidders shall furnish bid Security of 2% of quoted price Pay Order/Demand Draft in favor of NADRA RHO KARACHI. After selection of successful bidder, NADRA RHO KARACHI will return/release the bid security to the unsuccessful bidders. NADRA RHO KARACHI will forfeit the bid security in following cases.

- 5.2 If bidders withdraw its bid during opening time of tender.

National Database and Registration Authority (NADRA)

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own hired vehicles and all expenses will be deducted from the service provider as per actual till the time of replacement.

6.9 All types of insurance shall be managed by the service provider and all third party expenses will be the service provider responsibility and service provider will ensure to indemnify NADRA RHO KARACHI from third party liabilities.

6.10 All toll taxes and any other fines/penalties/violations tickets will be paid by the service provider.

6.11 Vehicle log-books must be maintained and updated by drivers on daily basis and signed by authorized person o NADRA RHO Karachi.

6.12 Parking of vehicles (in NADRA RHO KARACHI office premises or otherwise) is sole responsibility of the Service provider.

6.13 Spare wheel, wheel basic tool box, vehicle jack or any other basic tools.

6.14 NADRA RHO KARACHI reserves the right to alter the quantity, if required.

6.15 A service agreement will be signed with successful bidder(s) for timely provision of appropriate services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the Service provider.

6.16 NADRA reserves the right to forfeit the performance security in case of breach of the agreement or failure to provide the vehicles and drivers on quoted prices and terms & conditions.

6.17 Tender publication does not constitute any commitment on part of NADRA unless a written agreement is signed by both parties.

6.18 NADRA RHO KARACHI reserves the right to cancel/reject any or all offers without assigning any reason.

6.19 Exact quantities may vary slightly from estimated numbers.

6.20 Tracker facility is mandatory and Access of tracking facility of rented vehicle must be shared with NADRA.

6.21 Selection will be made on the basis of Lowest Price Cum in accordance with criteria defined in bid document.

Authorized Signature/Stamp

Date

8. Submission of Bid and required Documents

- 8.1 The offer should be completed in all aspects and incomplete bid (s) will be rejected.
- 8.2 The bidder will provide the affidavit for not having blacklisted from any organization.
- 8.3 Bidders must attach bid security as mentioned in clause 7 of this document.
- 8.4 Bidders must mention the last 2 years turnover along with proof i.e. Returns/bank statements
- 8.5 Financial proposal/ bid should be in detail and complying with terms and conditions as per Annexure.
- 8.6 Copy of valid NTN, SST certificate must be attached.
- 8.7 Once the bid is submitted in sealed cover by the bidder, the NADRA RHO KARACHI will not accept any addition / alterations / deletions of the Bid. However, the NADRA RHO KARACHI reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will submit the documentary evidence(s) as required by the NADRA RHO KARACHI.
- 8.8 Any Bid, submitted with incorrect / false information will be rejected. Further, if any bidder is found to have submitted incorrect / false information at any time, he may be debarred from participation in the future tendering processes.

9. Fees and payment Schedule

- 9.1 No Advance will be allowed in any case.
- 9.2 Vendor will submit invoice on monthly basis.
- 9.3 Monthly Payment will be made after the completion of month. Within 1-2 weeks through cross cheque in the name of company.
- 9.4 All applicable taxes shall be deducted at the source. Tax challan will be provided within 1-2 weeks of the payment.

10. Penalty for Downtime

In case of failure to provide required rented vehicles, NADRA RHO Karachi will arrange its own hired vehicles and all expenses will be deducted from the service provider as per actual till the time of replacement.

Authorized Signature/Stamp

Date

11. Penalty (liquidated damages) for delayed supply of services

In case the delivery is delayed beyond the stipulated date of delivery, „Liquidated damage for late delivery @ 1% of the vehicle monthly rent for each day of delay would be imposed, subject to maximum of 10% if the delay is for 10 days (The liquidated damages will be deducted from the monthly billing amount) if rented vehicles remain delayed more than 10 days then NADRA RHO KARACHI reserves the right terminate the agreement.

12. Bid Currency & Language

All prices shall be expressed in Pakistani Rupees only and the language is English / Urdu.

13 Cost of Bidding

The bidder shall bear all the costs associated with the preparation and submission of bid.

15. Bidding Document

15.1 The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Bidding Document.

15.2 No applicant should add, omit, or change any item, term or condition in the original paper.

15.3 If the applicant has any additional terms & conditions this shall be stipulated in

16. Deadline for Submission of Bids

Bids must be received by the NADRA RHO KARACHI at the address specified in the Bid Document not later than the specified date and time as mentioned in the Bid Document.

17. Confidentiality Statement

All data and information received from NADRA RHO KARACHI for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to NADRA RHO KARACHI. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of NADRA RHO KARACHI. NADRA RHO KARACHI may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

Authorized Signature/Stamp

Date

18. Rejection of the Bid

The Bid is liable to be **rejected** if:

- 18.1 The document doesn't bear signature of authorized person.
- 18.2 It is received **through** Telegram/Fax/E-mail.
- 18.3 If the bid is submitted without the bid security deposit.
- 18.4 It is received after **expiry** of the due date and time stipulated for Bid submission.

19. Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the NADRA RHO KARACHI.

20. Modifications and Withdrawal of Bids

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

- 20.1 No bid will be modified after the deadline for submission of bids.
- 20.2 No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

21. Bid Opening and Evaluation

21.1 The NADRA RHO KARACHI will open the bids, in the presence of Bidders and their representative(s) if any, authorized by the service provider to attend, at the time, date mentioned in Bid document and at the address mentioned at bidding details.

21.2 The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for NADRA RHO KARACHI, the bids shall be opened at the appointed time and place on next working days.

21.3 Bidders satisfying the technical requirements as determined by the NADRA RHO KARACHI and accepting the Terms and Conditions of this document shall be short-listed.

21.4 Decision of the NADRA RHO KARACHI in this regard shall be final and binding for the bidders.

Authorized Signature/Stamp

Date

National Database and Registration Authority (NADRA)
29-E Miran Muhammad Shah Road, M.A.C.H.S KDA Scheme – I, Karachi

21.5 The agreement will be awarded only to the successful responsive bidder.

21.6 NADRA RHO KARACHI reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to provide the satisfactory services.

22. Clarifications of Bids

To assist in the examination, evaluation and comparison of bids the NADRA RHO KARACHI may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

23. NADRA RHO KARACHI's Right To Accept Or Reject Any Bid Or All Bids

The NADRA RHO KARACHI reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of agreement, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the NADRA RHO KARACHI's action.

24. Governing Laws and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

25. Placement of Order and Acceptance

The vendor shall give acceptance of the order placed on it within 2 days from the date of order.

Annex-A

Financial Proposal

Sr. No.	Description	Rate Per Day	GST / SRB Tax	Total (Inclusive of all taxes)	Rate Per Month	GST/ SRB Tax	Total (Inclusive of all taxes)	Remarks
a.	Toyota Corolla Car (1200-1300 CC) preferably white color, Model 2016-17, Toyota Corolla along with driver							

Authorized Signature/Stamp

Date