

BIDDING DOCUMENTS

**Procurement of Transport Services for Employees
(Framework Agreement)**

(Single Stage One Envelope Procedure)

(National Competitive Bidding)



March 18, 2026

ISLAMABAD CLUB
Murree Road, Islamabad
Phone: 051-9046000, Ext. 301/176
Email: info@islamabadclub.org.pk, asad.ijaz@islamabadclub.org.pk

TENDER NO: IC/PD/2025-26/064

Date of Issue: March 18, 2026

PART-A

BIDDING PROCEDURE & REQUIREMENTS

SECTION I: INVITATION TO BIDS

Procuring Agency: Islamabad Club

Tender No.: **IC/PD/2025-26/064**

Invitation to Bid

Date: March 18, 2026

1. The Islamabad Club has reserved the funds for the procurement planned during the financial year 2025-26. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the **Procurement of Transport Services (Drop)**.
2. The **Islamabad Club** now invites sealed bids from eligible Service Providers for the provision of **Transport Services (Drop)** under a **Framework Agreement for a period of one (1) year**, extendable for further terms on mutual consent and on the same price, terms, and conditions subject to satisfactory performance.
3. The subject procurement shall be conducted in accordance with **Single Stage One Envelope** procedure and shall be evaluated on the basis of **Lowest Evaluated Bid**, in terms of the provisions prescribed in Public Procurement Rules, 2004, and is open to all potential Service Providers.
4. All bids must be accompanied by a **Bid Security of Rs. 200,000 (Pakistani Rupees Two Hundred Thousand only)** in an acceptable form (Bank Draft or Pay Order) in favor of "Islamabad Club" payable at Islamabad. The original instrument must be enclosed in the bid envelope.
 - **Special Condition:** The Bid Security of the **successful bidder** shall be retained by the Islamabad Club and will be converted into a **Performance Security**. It will be released after successful completion of the contract period.
5. A **non-refundable tender fee of Rs. 5,000** (Pakistani Rupees Five Thousand only) must be deposited in the following bank account. The original bank receipt must be attached with the bid.
 - **Bank:** Faysal Bank Limited
 - **Account Title:** Islamabad Club's Account Title as per bank
 - **A/C #:** PK81FAYS0001132031116145
6. Bidding documents containing detailed terms and conditions, specifications, and requirements are available on the following websites
 - Islamabad Club: <https://islamabadclub.org.pk/tenders>
 - PPRA Website: <https://www.ppra.org.pk>
 - EPADS Portal: <https://eprocure.gov.pk>
7. The electronic bids, prepared in accordance with the instructions in these bidding documents, must be submitted through EPADS on or before **April 3, 2026, at 11:00 Hours**. Electronic bids will be opened by using EPADS on the same day at **11:30 Hours** in the presence of bidders' representatives who choose to attend virtually.

SECTION II: INSTRUCTION TO SERVICE PROVIDER (ITCSP)

A. INTRODUCTION

1. Scope of Bid	1.1	The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Transport Services specified in the BDS and in Section V - Technical Specifications & Schedule of Requirements . The name, identification, and number of routes are provided in the BDS . Open Competitive bidding using Single Stage One Envelope procedure shall be used. The successful Service Providers will be expected to provide the services within the specified period and timeline(s) as stated in the BDS .
2. Source of Funds	2.1	Source of funds is referred in Clause-2 of Invitation to Bids.
3. Eligible Service Providers	3.1	A Service Provider may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country, or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract.
	3.2	The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.
	3.3	A verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.
	3.4	Any Bid submitted by the joint venture, consortium or association shall indicate the part of the proposed contract to be performed by each party and each party shall be evaluated with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.
	3.5	The invitation for bid is open to all prospective Service Providers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body such as established for that particular trade or business.
4. One Bid per Service Provider	4.1	A Service Provider shall submit only one Bid, in the same bidding process, either individually as a Service Provider or as a member in a joint venture or any similar arrangement.
	4.2	No Service Provider can be a sub-contractor while submitting a bid individually or as a member of a joint venture in the same Bidding process.
5. Cost of Bidding	5.1	The Service Provider shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. BIDDING DOCUMENTS

6. Contents of Bidding Document	6.1	The Services required, bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation to Bid, the documents which should be read in conjunction with any addenda issued in accordance with ITCSP 8.1 include: Section I - Invitation to Bids Section II Instructions to Service Providers (ITCSP) Section III Bid Data Sheet (BDS) Section IV Eligible Countries Section V Technical Specifications, Schedule of Requirements, Terms of Reference (TOR) & Bill of Quantities (BOQ). Section VI Forms – Bid Section VII General Conditions of Contract (GCC)

		Section VIII Special Conditions of Contract (SCC) Section IX Contract Forms
	6.2	The number of copies to be completed and returned with the Bid is specified in the BDS .
7. Clarification of Bidding documents	7.1	A prospective Service Provider requiring any clarification of the Bidding documents may notify the Procuring Agency in writing at the address indicated in the BDS .
8. Amendment of Bidding documents	8.1	Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Service Provider may modify the Bidding documents by issuing addenda.

C. PREPARATION OF BIDS

9. Language of Bid	9.1	The Bid prepared by the Service Provider, as well as all correspondence and documents relating to the Bid shall be written in the English language unless otherwise specified in the BDS. Supporting documents and printed literature furnished by the Service Provider may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless otherwise specified in the BDS , in which case, for purposes of interpretation of the Service Provider, the translation shall govern.
10. Documents Constituting the Bid	10.1	The Bid prepared by the Service Provider shall constitute the following components: - a) Form of Bid and Price Schedule (BOQ) completed in accordance with ITCSP 13 and 14; b) Documentary evidence established in accordance with ITCSP 12 that the Service Provider is eligible and qualified for the subject bidding process; c) Duly Notarized Power of Attorney authorizing the signatory of the Service Provider to submit the bid; d) Bid Security furnished in accordance with ITCSP 17 ; e) Original Tender Fee Receipt; and f) Any other document required in the BDS .
11. Documents Establishing Conformity to Bidding documents	11.1	To establish the conformity of the Services to the Bidding document, the Service Provider shall furnish as part of its Bid the documentary evidence that Services provided conform to the technical specifications and standards.
12. Documents Establishing Eligibility and Qualification of the Service Provider	12.1	Pursuant to ITCSP 10, the Service Provider shall furnish, as part of its Bid, all those documents establishing the Service Provider's eligibility to participate in the bidding process and its qualification to perform the contract if its Bid is accepted.
	12.3	The documentary evidence of the Service Provider's qualifications to perform the contract if its Bid is accepted shall establish to the satisfaction of Procuring Agency that the Service Provider has the financial, technical, and capability necessary to perform the Contract, and meets the qualification criteria specified in BDS and Section V .
13. Form of Bid	13.1	The Service Provider shall fill the Form of Bid furnished in the Bidding documents. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted.
14. Bid Prices	14.1	The Bid Prices quoted by the Service Provider in the Form of Bid and in the Price Schedules shall conform to the requirements specified below.
	14.2	All items in the Bill of Quantities (BOQ) must be listed and priced separately. If a Price Schedule shows items listed but not priced, their prices shall be

		construed to be included in the prices of other items.
	14.6	Prices quoted by the Service Provider shall be fixed during the Service Provider's performance of the contract and not subject to variation on any account, including fuel price fluctuation. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, pursuant to ITCSP 28 .
15. Bid Currencies	15.1	Prices shall be quoted in Pakistani Rupees (PKR) .
16. Bid Validity Period	16.1	Bids shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.
17. Bid Security	17.1	Pursuant to ITCSP 10 , the Service Provider shall furnish a Bid Security in the amount and currency specified in the BDS .
	17.3	The Bid Security shall be in the form specified in the BDS (Bank Draft or Pay Order) in the name of the Procuring Agency.
	17.6	Any Bid not accompanied by a valid Bid Security shall be rejected by the Procuring Agency as non-responsive, pursuant to ITCSP 28 .
	17.8	Special Condition: The successful Service Provider's Bid Security will be retained and converted into a Performance Guarantee. It will be discharged/returned upon the successful completion of the contract period.
18. Alternative Proposals by Bidders	18.1	Alternative Bids to the requirements of the Bidding documents will not be permitted .
19. Withdrawal, Substitution, and Modification of Bids	19.1	Before bid submission deadline, any Service Provider may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative.
20. Format and Signing of Bid	20.1	The Service Provider shall prepare an original and the number of copies of the Bid as indicated in the BDS , clearly marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall prevail.
	20.2	The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Service Provider or a person or persons duly authorized to sign on behalf of the Service Provider. All pages of the Bid shall be initialed by the person or persons signing the Bid.

D. SUBMISSION OF BIDS

21. Sealing and Marking of Bids	21.1	The Bidder shall seal the original and each copy of the complete Bid (including all documents, forms, price schedule, and securities) in separate envelopes, marked "ORIGINAL" and "COPY". These envelopes shall then be sealed in one outer envelope called the Bid.
	21.2	The outer envelope shall: a) be addressed to the Procuring Agency at the address provided in the Bid Data Sheet; b) bear the name and identification number of the contract as defined in the BDS; c) provide a warning not to open before the time and date for bid opening, as specified in the Bid Data Sheet pursuant to ITCSP 25.1 . d) In addition, the inner envelopes shall indicate the name and address of the Service Provider to enable the bid to be returned unopened in case it is declared "late".
	21.3	If envelopes are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid.
22. Deadline for Submission of	22.1	Bids shall be received by the Procuring Agency no later than the date and time specified in the BDS .

Bids		
23. Late Bids	23.1	The Procuring Agency shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.
24. Withdrawal of Bids	24.1	A Service Provider may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal is received by the Procuring Agency prior to the deadline for submission of Bids.

E. OPENING AND EVALUATION OF BIDS

25. Opening of Bids	25.1	The Procuring Agency will open all Bids, in public, in the presence of Service Providers' or their representatives who choose to attend, and other parties with a legitimate interest in the proceedings at the place, on the date and at the time, specified in the BDS . The Service Providers' representatives present shall sign a register as proof of their attendance.
	25.5	Envelopes will be opened one at a time. The Service Providers' names, the Bid prices (total and per route), any discounts, the presence or absence of Bid Security, and such other details as the Procuring Agency may consider appropriate, will be announced and recorded.
	25.10	No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Service Provider, pursuant to ITCSP 23 .
	25.11	The Procuring Agency shall prepare minutes of the Bid opening, including as a minimum: the name of the Service Provider, the Bid price, and the presence or absence of a Bid Security.
26. Confidentiality	26.1	Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Service Providers or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.
27. Clarification of Bids	27.1	To assist in the examination, evaluation and comparison of Bids, the Procuring Agency may ask any Service Provider for a clarification of its Bid. No change in the prices or substance of the Bid shall be sought, offered, or permitted.
28. Preliminary Examination of Bids	28.1	Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid: a) meets the eligibility criteria; b) has been properly signed; c) is accompanied by the required Bid Security and Tender Fee Receipt; and d) is substantially responsive to the requirements of the Bidding documents.
	28.2	A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation.
29. Examination of Terms and Conditions; Technical Evaluation	29.1	The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Service Provider without any material deviation or reservation.
	29.2	The Procuring Agency shall evaluate the technical aspects of the Bid to confirm that all requirements specified in Section V -- Schedule of Requirements / TOR of the Bidding documents have been met without material deviation or reservation.
30. Correction of Errors	30.1	Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: - a) if there is a discrepancy between unit price and total price, the unit price shall prevail;

		b) if there is an error in a total, the sub-totals shall prevail and the total shall be corrected; and c) where there is a discrepancy between amounts in figures and in words, the amount in words will govern.
32. Evaluation of Bids	32.1	The Procuring Agency shall evaluate and compare only the Bids determined to be substantially responsive, pursuant to ITCSP 28 . The evaluation will be based on the Lowest Evaluated Bid method. The bid with the lowest total annual price (as per the BOQ) will be considered the Most Advantageous Bid, provided it meets all technical and qualification criteria.
35. Abnormally Low Bid	35.1	Where the Bid price is considered to be abnormally low, the Procuring Agency may reject the Bid after requesting an explanation from the Service Provider and determining that it cannot perform the contract for the quoted price.

F. AWARD OF CONTRACT

36. Criteria of Award	36.1	Subject to ITCSP 37, the Procuring Agency will award the Contract to the Service Provider whose Bid has been determined to be substantially responsive to the Bidding documents and who is the Lowest Evaluated Bidder, provided that such Service Provider is determined to be eligible and qualified to perform the Contract satisfactorily.
37. Negotiations	37.1	Negotiations may be undertaken with the Lowest Evaluated Bidder for minor alterations, reduction of quantities, or finalizing payment/delivery arrangements, but not on the quoted price.
38. Procuring Agency's Right to reject All Bids	38.1	The Procuring Agency reserves the right to reject all the bids and to annul the Bidding process at any time prior to acceptance of a Bid, without thereby incurring any liability to the affected Service Provider or Service Providers.
39. Procuring Agency's Right to Vary Quantities at the Time of Award	39.1	The Procuring Agency reserves the right at the time of contract award to increase or decrease the requirement of related services originally specified in these Bidding documents (BOQ) provided this does not exceed by the percentage indicated in the BDS, without any change in unit price or other terms and conditions.
40. Notification of Award	40.2	The Service Provider whose Bid has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bid Validity period. The Letter of Acceptance will state the sum that the Procuring Agency will pay the successful Service Provider (the "Contract Price").
41. Signing of Contract	41.1	Promptly after notification of award, Procuring Agency shall send the successful Service Provider the draft agreement, incorporating all terms and conditions as agreed.
42. Performance Guarantee	42.1	Special Condition: In accordance with ITCSP 17.8, the successful Service Provider's Bid Security of Rs. 200,000 will be retained by the Procuring Agency and shall serve as the Performance Guarantee for the duration of the contract. It will be released after the successful completion of the one-year contract period, subject to no outstanding dues or performance failures as per the contract.
43. Advance Payment	43.1	Advance Payment shall not be allowed.
44. Arbitrator	44.1	The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the SCC.
45. Corrupt & Fraudulent Practices	45.1	Procuring Agencies as well as Service Providers under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

**G. GRIEVANCE REDRESSAL & COMPLAINT
REVIEW MECHANISM**

46. Constitution of Grievance Redressal	46.1	Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.
47. GRC Procedure	47.1	Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or RFP documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the proposal submission deadline.
	47.2	Any Service Provider feeling aggrieved by any act of the procuring agency after the submission of his proposal may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.
	47.3	In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
	47.4	In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
	47.5	The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.
	47.6	Any Service Provider or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority within thirty (30) days of communication of decision on prescribed format after depositing the Prescribed fee.
	47.7	The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.
	47.8	The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.
	47.9	The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint.
	47.10	The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

H. MECHANISM OF BLACKLISTING

48. Mechanism of Blacklisting	48.1	The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, Service Provider or contractor who either: i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and iii. Fails to abide by the bid securing declaration;
	48.2	The show cause notice shall contain: (a) precise allegation, against the Service Provider or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the Service Provider or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the

		intention of the Procuring Agency to make a request to the Authority for debaring the Service Provider or contractor from participating in public procurements of all the procuring agencies.
	48.3	The procuring agency shall give minimum of seven days to the Service Provider or contractor for submission of written reply of the show cause notice
	48.4	In case, the Service Provider or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the Service Provider or contractor/ authorize representative of the Service Provider or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.
	48.5	In case the Service Provider or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the Service Provider or contractor for personal hearing.
	48.6	The Procuring Agency shall give minimum of seven days to the Service Provider or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the Service Provider or contractor, if availed
	48.7	The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
	48.8	The Procuring Agency shall communicate to the Service Provider or contractor the order of debaring the Service Provider or contractor from participating in any public procurement with a statement that the Service Provider or contractor may, within thirty days, prefer a representation against the order before the Authority.
	48.9	Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective Service Provider or Service Providers in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.
	48.10	The Service Provider may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition
	48.11	The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
	48.12	The Authority on the basis of decision made by the committee either may debar a Service Provider or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the Service Provider from the allegations. The decision of the Authority shall be final.

SECTION III: BID DATA SHEET (BDS)

The following specific data for the Procurement of services to be procured shall complement, supplement, or amend the provisions in the Instructions to Service Providers (ITCSP). Whenever there is a conflict, the provisions herein shall prevail over those in ITCSP.

BDS Clause Number	ITCSP Reference	Amendments of, and Supplements to, Clauses in the Instruction to Service Providers
A. Introduction		
1.	1.1	Name of Procuring Agency: Islamabad Club The subject of procurement is: Procurement of Transport Services (Drop) as per TOR at Section V. Period for Provision of Services: One (1) year (Framework Agreement), extendable for further terms on mutual consent and on the same price, terms, and conditions subject to satisfactory performance.
2.	2.1	Financial year for the operations: 2025-26 Name and identification number of the Contract: IC/PD/2025-26/064
B. Bidding Documents		
3.	6.2	The number of documents to be completed and returned is One (1) Original and two (2) copies of the bid. The original Tender Fee receipt and original Bid Security instrument (Bank Draft/Pay Order) must be enclosed in the bid envelope.
4.	7.1	The address for clarification of Bidding documents is: The Manager Procurement, Islamabad Club, Murree Road, Islamabad, Phone: 051-9046000 (Ext. 301/176), Email: info@islamabadclub.org.pk , asad.ijaz@islamabadclub.org.pk
5.	7.5	Pre-bid meeting will not be held .
C. Preparation of Bids		
6.	9.1	The language of all correspondences and documents related to the Bid shall be English .
7.	14.6	The price shall be fixed for the initial contract period and quoted on a per trip basis as per the BOQ, providing a total annual price. No adjustment for fuel price fluctuation will be entertained.
8.	15.1 (a)	Currency of the Bid shall be in Pakistani Rupees (PKR) .
9.	16.1	The Bid Validity period shall be 90 days from the bid submission deadline.
10.	17.1	The amount of Bid Security shall be Rs. 200,000 (Pakistani Rupees Two Hundred Thousand only) .
11.	17.3	The Bid Security shall be in the form of a Bank Draft or Pay Order in favor of "Islamabad Club" payable at Islamabad.
12.	18.1	Alternative Bids to the requirements of the Bidding documents will not be permitted .
D. Submission of Bids		
13.	21.2 (a)	The address for bid submission is: Procurement Department, Islamabad Club, Main Murree Road, Islamabad

14.	21.2 (b)	Title of the subject Procurement: Bid for Transport Services (Drop)
15.	22.1	The deadline for Bid submission is: a) Day: Friday b) Date: April 3, 2026 c) Time: 11:00 hours
E. Opening of Bids		
16.	25.1	The Bid opening shall take place at: Islamabad Club, Main Murree Road, Islamabad. Day: Friday Date: April 3, 2026 Time: 11:30 hours
F. Award of Contract		
17.	39.1	The Procuring Agency reserves the right to vary (increase or decrease) the requirements (number of trips) by up to 25% at the time of award, without any change in unit price or other terms and conditions.
18.	42.1	Performance Guarantee: The Bid Security of the successful Bidder (Rs. 200,000) will be retained as a Performance Guarantee. It will be released after the successful completion of the one-year contract period, subject to no outstanding dues or performance failures as per the contract.
19.	43.1	Advance Payment shall not be allowed.

Section IV. ELIGIBLE COUNTRIES

All the Service Providers are allowed to participate in the subject procurement without regard to nationality, except Service Providers of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Section V. TECHNICAL SPECIFICATIONS, SCHEDULE OF REQUIREMENTS, TERMS OF REFERENCE (TOR) AND QUALIFICATION CRITERIA

Evaluation Criteria

1. A Bid determined as not substantially responsive will be rejected. Service Providers need to fulfill all the Eligibility/Minimum-Qualification Criteria in accordance with the relevant provisions of Evaluation Criteria in addition to substantive compliance.
2. The contract will be awarded on the basis of **Lowest Evaluated Bid** amongst the eligible and substantially responsive Bidders.

1. TERMS OF REFERENCE (TOR) / SCOPE OF WORK

The Islamabad Club invites sealed bids from reputable Transport Service Providers for the provision of drop transport services for its employees. The contract will be a Framework Agreement for one year, extendable on mutual consent and same terms.

A. Scope of Services:

The selected contractor shall provide reliable, air-conditioned vehicles with drivers for the following routes on a daily basis.

Route Number 1: Night Shift Drop Facility

- **Vehicle Type:** Coaster/Hi-Ace Van (Air-conditioned, Model 2015 or above)

- **Schedule:**

Route No.	Time	Destination	Approx. No. of Employees
01	10:15 PM	Faizabad, Khana Pull, Tramri Chowk, 17 Mil	20 (5+5+10+0)
02	10:15 PM	Bahara Kahu, Bari Imam	08-10
03	11:30 PM	Bahara Kahu	35
04	11:30 PM	Faizabad	18
05	12:30 AM	Bahara Kahu, Faizabad	12
06	11:30 PM	Riding Club to Islamabad Club	08
Total Employees (approx.)			101

Route Number 2: Female Drop Shift Facility

- **Vehicle Type:** Carry Van (Air-conditioned, Model 2015 or above)

Route No.	Time	Destination	Approx. No. of Employees
01	06:00 PM	Khana Pull	05-07
02	07:00 PM / 08:00 PM	Sadar GPO (or any other route within 35 km radius)	03
Total Employees (approx.)			10

B. Terms and Conditions for Service:

1. **Vehicle Condition & Model:** All vehicles must be 2015 model or above, in excellent mechanical condition, clean, and air-conditioned.
2. **Fuel:** Only vehicles driven with petrol or diesel are required.
3. **Driver:** The contractor shall provide licensed, courteous, and experienced drivers in proper attired having a clean driving record.
4. **Route Flexibility:** The number of employees for the drop facility may vary from time to time. The contractor must accommodate these variations within reason. The "Sadar GPO" route is indicative; the actual destination may vary within a 35 km radius of the Club as per operational requirements.
5. **Timings:** The contractor must ensure strict adherence to the departure times mentioned above.
6. **Punctuality & Reliability:** The service must be punctual. Any failure to provide a vehicle may result in penalties as per SCC.

7. **Compliance:** The service provider must comply with all local traffic laws and ensure the vehicles are properly registered and insured.

2. ELIGIBILITY / MANDATORY QUALIFICATION CRITERIA

Bidders must meet all the following criteria and submit the required documentary proof. Non-compliance will result in bid rejection.

S. No	Minimum Qualifications Criteria	Documentary Proof to be Submitted
1	Legal Status: Must be in business for the last five (5) years or more, and registered with FBR (having valid NTN).	- Certificate of Incorporation/Partnership deed. - Copy of NTN Certificate.
2	Experience: Must have minimum 05 years of experience in providing transport/fleet management services.	- List of clients with details of services provided during the last 05 years. - Copies of contracts or work orders with previous/current clients.
3	Fleet Ownership: Must own a fleet of vehicles (Coasters/Hi-Aces/Vans) to demonstrate capacity to manage breakdowns and replacements.	- List of owned vehicles with registration books (copy). - Undertaking to dedicate vehicles to the Club's routes.
4	Non-Blacklisting: The firm shall not be blacklisted by any procuring agency in Pakistan.	Undertaking by the Service Provider on Judicial Stamp Paper.

3. BILL OF QUANTITIES (BOQ) / PRICE SCHEDULE

The bidder must complete this table. All prices are to be quoted in Pak Rupees (PKR) and shall be inclusive of all taxes and duties. Please note that the number of employees is approximate and may vary.

Sr. No.	Description of Service	No. of Trips per Day	No. of Working Days per Year (approx.)	Rate per Trip (PKR)	Annual Price (PKR)
1	Route Number 1: Night Shift Drop Facility Vehicle: Coaster/Hi-Ace Van (AC, Model 2015+). Service: One combined trip covering multiple destinations (Faizabad, Khana Pull, Tramri Chowk, 17 Mil, Bahara Kahu, Bari Imam, Riding Club to Islamabad Club) as per the timings specified in the TOR. This covers all 06 legs of the route. Includes vehicle, fuel, driver, and all costs.	06 Combined Trips	365		
2	Route Number 2: Female Drop Shift Facility Vehicle: Carry Van (AC, Model 2015+). Service: Two separate trips daily. - Trip A: 06:00 PM to Khana Pull. - Trip B: 07:00 PM / 08:00 PM to Sadar GPO (or within 35km radius). Includes vehicle, fuel, driver, and all costs.	02 Trips	365		
	(A) Total Annual Price for Transport Services (Sum of 1 & 2)				

	(B) General Sales Tax (GST) @ ___ %				
	(C) Grand Total per Annum (Inclusive of all Taxes) (A+B)				

Notes:

1. All prices are to be quoted in **Pak Rupees (PKR)** and shall be inclusive of all applicable taxes.
2. The quoted **Rate per Trip** is all-inclusive (vehicle, driver, fuel, maintenance, driver wages, etc.).
3. The quoted prices shall remain fixed for the initial one-year contract term.
4. The **Annual Price** is calculated as (Rate per Trip x No. of Trips per Day x 365). Bidders must fill in the "Rate per Trip" column.

Authorized Signature & Company Stamp

Section VI. FORMS / BID

Bid Submission Form

Date: _____

Tender No.: IC/PD/2025-26/064

To: The Secretary, Islamabad Club

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding document, including Addenda No.: _____;
2. We offer to provide Transport Services in conformity with the Bidding document for the **Total Annual Price of PKR _____ (in words: _____)** inclusive of all taxes as per our attached BOQ.
3. Our Bid shall be valid for a period of **90 days** from the date fixed for the bid submission deadline;
4. We have enclosed the requisite Bid Security of Rs. 200,000 in the form of _____ (Bank Draft/Pay Order) No. _____ dated _____ in favor of Islamabad Club.
5. We agree that the Bid Security of the successful bidder will be retained as a Performance Security for the duration of the contract.
6. Our firm, its affiliates or subsidiaries, including any subcontractors, has not been declared ineligible by any Government, public sector, or agency in Pakistan.

Name: _____

In the capacity of: _____

(Signature of Authorized Person with Stamp)

Date: _____

Form of Bid Security (Bank Draft / Pay Order)

(To be prepared on the letterhead of the issuing Bank/Institution)

Beneficiary: Islamabad Club

Date: _____

Tender No.: IC/PD/2025-26/064

We have been informed that **Name of Bidder** (hereinafter called "the Bidder") has submitted to you its bid dated _____ for the execution of **Transport Services (Drop)** .

At the request of the Bidder, we **Name of Bank** hereby issue this Bank Draft/Pay Order No. _____ dated _____ in favor of "Islamabad Club" for a sum of **Rs. 200,000 (Pakistani Rupees Two**

Hundred Thousand only) .

This security is issued subject to the terms that it shall remain valid until the expiration of the Bid Validity Period, and any demand in respect thereof should be received by us on or before that date.

Authorized Signature & Bank Stamp



Technical Specifications Compliance Sheet

(Bidders must indicate compliance by ticking "Yes" or "No" and provide details if necessary)

Sr. No	Requirement	Specification	Compliance (Yes/No)	Details (if any)
1	Vehicle Type (Night Shift)	Coaster / Hi-Ace Van (AC)		
2	Vehicle Type (Female Shift)	Carry Van (AC)		
3	Model Year	2015 or above		
4	Fuel Type	Petrol / Diesel only		
5	Driver	Licensed, experienced		
6	Registration	Valid Fitness/Route Permit		



BID COMPLIANCE CHECKLIST

Tender No: IC/TS/2025-26/062 – Transport Services (Drop)

This checklist is for the bidder's own convenience to ensure all required documents are included. It must be filled, signed, and attached as the last page of the bid.

Sr. No.	Requirement	Status (Tick ✓)	Page Ref. in Bid
A. MANDATORY DOCUMENTS			
1	Bid Submission Form (duly signed and stamped)	<input type="checkbox"/>	
2	Price Schedule / BOQ (complete with all rates filled)	<input type="checkbox"/>	
3	Bid Security (Original Bank Draft/Pay Order of Rs. 200,000 in favor of "Islamabad Club")	<input type="checkbox"/>	
4	Tender Fee Receipt (Original of Rs. 5,000 deposit)	<input type="checkbox"/>	
5	Power of Attorney (Notarized, authorizing signatory)	<input type="checkbox"/>	
B. ELIGIBILITY / QUALIFICATION DOCUMENTS			
6	NTN Certificate (copy)	<input type="checkbox"/>	
7	Certificate of Incorporation / Partnership Deed / Registration	<input type="checkbox"/>	
8	List of clients with details of services provided during last 05 years	<input type="checkbox"/>	
9	Copies of contracts/work orders with previous/current clients (minimum 03)	<input type="checkbox"/>	
10	List of owned vehicles with registration books (copy)	<input type="checkbox"/>	
11	Undertaking on Judicial Stamp Paper (Non-blacklisting)	<input type="checkbox"/>	
C. TECHNICAL COMPLIANCE			
12	Technical Specifications Compliance Sheet (duly filled and signed)	<input type="checkbox"/>	
13	Vehicle Registration Books (copies) proving model year 2015 or above	<input type="checkbox"/>	
D. ADDITIONAL DECLARATIONS			
14	Integrity Pact (signed and stamped)	<input type="checkbox"/>	

DECLARATION BY BIDDER

I, the undersigned, hereby confirm that all documents listed in this checklist have been completed accurately and are enclosed with this bid. I understand that failure to provide any of the mandatory documents may render my bid non-responsive and subject to rejection.

Name of Bidder: _____

Name of Signatory: _____

Designation: _____

Signature: _____

Date: _____

Company Stamp:



PART-B -- CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section VII: GENERAL CONDITIONS OF CONTRACT (GCC)

A. General

1. Definitions	<p>1.1 Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated</p> <p>(a) "Applicable Law" means the laws and any other instruments having the force of law in the Government's Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;</p> <p>(b) "Procuring Agency" means:-</p> <p>i. any Ministry, Division, Department or any Office of the Federal Government;</p> <p>ii. any authority, corporation, body or organization established by or under a Federal Law or which is owned or controlled by the Federal Government;.</p> <p>(c) "The Contract" means an agreement enforceable by law;</p> <p>(d) "The Contract Price" means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations;</p> <p>(e) "The Services" means the work to be performed by the Service Provider pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Service Provider's Proposal;</p> <p>(f) "Ancillary Services" means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Service Provider covered under the Contract;</p> <p>(g) "GCC" means the General Conditions of Contract contained in this section;</p> <p>(h) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;</p> <p>(i) "Day" means calendar day unless indicated otherwise.</p> <p>(j) "Effective Date" means the date on which this Contract comes into force and effect.</p> <p>(k) "The Service Provider" means the individual or corporate body whose Proposal to provide the Services has been accepted by the Procuring Agency;</p> <p>(l) "The Project Site," where applicable, means the place or places named in Proposal Data Sheet and technical Specifications;</p> <p>(m) "Government" means the Government of Pakistan;</p> <p>(n) "Local Currency" means the currency of Pakistan;</p> <p>(o) "In Writing" means communicated in written form with proof of receipt;</p> <p>(p) "Completion Date" means the date of completion of the Services by the Service Provider as certified by the Procuring Agency;</p> <p>(q) "Foreign Currency" means any currency other than the currency of the country of the Procuring Agency;</p> <p>(r) "Party" means the Procuring Agency or the Service Provider, as the case may be, and "Parties" means both of them;</p> <p>(s) "Service" means any object of procurement other than goods or works;</p> <p>(t) "Subcontractor" means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4.</p>
2. Applicable Law	2.1 The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.
3. Language	3.1 The Contract as well as all correspondence and documents relating to the

	Contract exchanged between the Service Provider and the Procuring Agency, shall be written in the English language unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.
4. Notices	4.1 Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.
5. Location	5.1 The Services shall be performed at such locations as the Procuring Agency may approve.
6. Authorized Representatives / Authority of Member in charge	6.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Service Provider may be taken or executed by the officials specified in the SCC. 6.2 In case the Service Provider is a Joint Venture, the members hereby authorize the member specified in the SCC to act on their behalf in exercising all the Service Provider's rights and obligations towards the Procuring Agency under this Contract, including without limitation the receiving of instructions and payments from the Procuring Agency.

B. Commencement, Completion, Modification, and Termination of Contract

7. Effectiveness of Contract	7.1 This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be stated in the SCC.
8. Commencement of Services	8.1 The Service Provider shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.
9. Program	9.1 Before commencement of the Services, the Service Provider shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.
10. Starting Date/Expiration Date	10.1 The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC. 10.2 Unless terminated earlier pursuant to Clause GCC 15 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.
11. Entire Agreement	11.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
12. Modification	12.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party. 12.2 In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.
13. Value Engineering	13.1 The Service Provider may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following:

	<p>(a) the proposed change(s), and a description of the difference to the existing contract requirements;</p> <p>(b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs, if applicable) the Procuring Agency may incur in implementing the value engineering proposal; and</p> <p>(c) a description of any effect(s) of the change on performance/functionality. The Procuring Agency may accept the value engineering proposal if the proposal demonstrates benefits that:</p> <p>(a) accelerates the delivery period; or</p> <p>(b) reduces the Contract Price or the life cycle costs to the Procuring Agency; or</p> <p>(c) improves the quality, efficiency, safety or sustainability of the services; or</p> <p>(d) yields any other benefits to the Procuring Agency, without compromising the necessary functions of the Facilities.</p> <p>If the value engineering proposal is approved by the Procuring Agency and results in:</p> <p>(a) a reduction of the Contract Price; the amount to be paid to the Service Provider shall be the percentage specified in the SCC of the reduction in the Contract Price; or</p> <p>(b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Service Provider shall be the full increase in the Contract Price.</p>
<p>14. Force Majeure</p>	<p>14.1 Definition For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.</p> <p>14.2 No Breach of Contract The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.</p> <p>14.3 Extension of Time Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.</p> <p>14.4 Payments During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.</p>
<p>15. Termination</p>	<p>15.1 By the Procuring Agency The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Service Provider in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);</p> <p>(a) If the Service Provider fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;</p> <p>(b) If the Service Provider becomes (or, if the Service Provider consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;</p>

	<p>(c) If the Service Provider fails to comply with any final decision reached as a result of arbitration proceedings;</p> <p>(d) If, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;</p> <p>(e) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.</p> <p>15.2 By the Service Provider</p> <p>The Service Provider may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.</p> <p>(a) If the Procuring Agency fails to pay any money due to the Service Provider pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Service Provider that such payment is overdue.</p> <p>(b) If, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.</p> <p>(c) If the Procuring Agency fails to comply with any final decision reached as a result of arbitration.</p> <p>(d) If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Service Provider may have subsequently approved in writing) following the receipt by the Procuring Agency of the Service Provider's notice specifying such breach.</p>
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C. Obligations of the Service Provider

<p>16. General</p>	<p>16.1 Standard of Performance</p> <p>i. The Service Provider shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.</p> <p>ii. The Service Provider shall employ and provide such qualified and experienced Experts and Sub-Service Providers as are required to carry out the Services.</p> <p>iii. The Service Provider may subcontract part of the Services to an extent and with such Key Experts and Sub-Service Providers as may be approved in advance by the Procuring Agency.</p> <p>16.2 Law Applicable to Services</p> <p>The Service Provider shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Service Providers, comply with the Applicable Law.</p>
<p>17. Conflict of Interests</p>	<p>17.1 Service Provider Not to Benefit from Commissions and Discounts.</p> <p>The remuneration of the Service Provider shall constitute the Service Provider's sole remuneration in connection with this Contract or the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the</p>

	<p>Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.</p> <p>17.2 Service Provider and Affiliates Not to be Otherwise Interested in Project</p> <p>The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.</p> <p>17.3 Prohibition of Conflicting Activities</p> <p>Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:</p> <p>(a) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;</p> <p>(b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;</p> <p>(c) after the termination of this Contract, such other activities as may be specified in the SCC.</p>
18. Confidentiality	<p>18.1 Except with the prior written consent of the Procuring Agency, the Service Provider and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Service Provider and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.</p>
19. Insurance to be Taken Out by the Service Provider	<p>19.1 The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.</p>
20. Service Provider's Actions Requiring Procuring Agency's Prior Approval	<p>20.1 The Service Provider shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:</p> <p>(a) entering into a subcontract for the performance of any part of the Services,</p> <p>(b) appointing such members of the Personnel not provided by the Service Provider;</p> <p>(c) changing the Program of activities; and</p> <p>(d) any other action that may be specified in the SCC.</p>
21. Reporting Obligations	<p>21.1 The Service Provider shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.</p>
22. Documents Prepared by the Service Provider to Be the Property of the Procuring Agency	<p>22.1 All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider shall become and remain the property of the Procuring Agency, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Agency, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SCC.</p>
23. Liquidated Damages	<p>23.1 Payments of Liquidated Damages</p> <p>The Service Provider shall pay liquidated damages to the Procuring Agency at the rate per day stated in the SCC for each day that the Completion Date is later</p>

	<p>than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Agency may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.</p> <p>23.2 Correction for Over-payment If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.</p> <p>23.3 Lack of performance penalty If the Service Provider has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the SCC.</p>
24. Performance Guarantee	<p>24.1 Within Seven (07) days from the issuance of acceptance letter from the Purchaser, the successful Service Provider shall furnish the Performance Guarantee in shape of CDR at the discretion of the Purchaser in the amount specified in SCC. In case the amount of proposal security is equal or greater than the value of the Services to be supplied then the Service Provider shall not require furnishing the Performance Guarantee separately, it will be retained or deducted from the Service Provider's claim on Service Provider's choice.</p> <p>24.2 The proceeds of the Performance Guarantee shall be payable to the Purchaser as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Purchaser and shall be in the acceptable form as specified in SCC.</p> <p>24.3 The Performance Guarantee will be discharged by the Purchaser and returned to the Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless otherwise specified in SCC.</p>
25. Fraud and Corruption	<p>25.1 The Procuring Agency requires the Service Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.</p>
26. Sustainable Procurement	<p>26.1 The Service Provider shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.</p>

D. Service Provider's Personnel

27. Description of Personnel	<p>27.1 The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel. The Key Personnel and Subcontractors listed by title as well as by name are hereby approved by the Procuring Agency.</p>
28. Removal and/or Replacement of Personnel	<p>28.1 Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider</p>

	<p>shall provide as a replacement a person of equivalent or better qualifications.</p> <p>28.2 If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.</p> <p>28.3 The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.</p>
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E. Obligations of the Procuring Agency

29. Assistance and Exemptions	29.1 The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in the SCC.
30. Change in the Applicable Law	30.1 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.
31. Services and Facilities	<p>31.1 The Procuring Agency shall make available to the Service Provider and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.</p> <p>31.2 In case that such services, facilities and property shall not be made available to the Service Provider, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Service Provider for the performance of the Services, (ii) the manner in which the Service Provider shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Service Provider as a result thereof.</p>

F. Payments to the Service Provider

32. Lump-Sum Remuneration	32.1 The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services. Except as provided in GCC 33, the Contract Price may only be increased above the amounts if the Parties have agreed to additional payments in accordance with GCC 34.
33. Contract Price	<p>33.1 The price payable in local currency is set forth in the SCC.</p> <p>33.2 The price payable in foreign currency is set forth in the SCC.</p>
34. Payment for Additional Services, and Performance Incentive Compensation	<p>34.1 For the purpose of determining the remuneration due for additional Services as may be mutually agreed.</p> <p>34.2 If the SCC so specify, the Service Provider shall be paid performance incentive compensation if specified in the SCC.</p>
35. Terms and Conditions of Payment	<p>35.1 Payments will be made to the Service Provider according to the payment schedule stated in the SCC.</p> <p>35.2 Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Service Provider have submitted an invoice to the Procuring Agency specifying the amount due.</p>

36. Interest on Delayed Payments	36.1 If the Procuring Agency has delayed payments beyond fifteen (15) days after the due date stated in the SCC, interest shall be paid to the Service Provider for each day of delay at the rate stated in the SCC.
37. Price Adjustment	37.1 Prices shall be adjusted for fluctuations in the cost of inputs only if provided for in the SCC. If so provided, the amounts certified in each payment certificate, after deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. 37.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.
38. Currency of Payment	38.1 Any payment under this Contract shall be made in the currency (ies) specified in the SCC.

G. Quality Control

39. Identifying Defects	39.1 The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Procuring Agency may instruct the Service Provider to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC. Guidance related to the defects may be taken from the list published by the Cloud Office
40. Correction of Defects, and Lack of Performance Penalty	40.1 The Procuring Agency shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected. 40.2 Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Procuring Agency's notice. 40.3 If the Service Provider has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance.

H. Settlement of Disputes

41. Amicable Settlement	41.1 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
42. Dispute Settlement	42.1 If any dispute arises between the Procuring Agency and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, the matter shall be referred to the Adjudicator within 14 days of the notification of disagreement of one party to the other. 42.2 The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute. 42.3 The Adjudicator shall be paid by the hour at the rate specified in the PDS and SCC, together with reimbursable expenses of the types specified in the SCC, and the cost shall be divided equally between the Procuring Agency and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding. 42.4 The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place shown in the SCC.

	<p>42.5 Should the Adjudicator resign or die, or should the Procuring Agency and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator will be jointly appointed by the Procuring Agency and the Service Provider. In case of disagreement between the Procuring Agency and the Service Provider, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the SCC at the request of either party, within 14 days of receipt of such request.</p>
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VIII. SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 2	Applicable/Governing Law: The Contract shall be governed by the laws of the Islamic Republic of Pakistan.
GCC 3	The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in English .
GCC 5	The addresses are: Procuring Agency: Islamabad Club, Main Murree Road, Islamabad. The Service Provider: <i>Tobefilledinafteraward.</i>
GCC 7	Effectiveness of the contract: The Contract shall be effective from the date of signing by both parties. The successful Service Provider shall commence work from the date specified in the Work Order.
GCC 10.2	Expiration of Contract: The initial contract period shall be one (1) year from the date of commencement, extendable for further terms on mutual consent and on the same price, terms, and conditions subject to satisfactory performance.
GCC 15	Termination - Service Handover: In the event of termination for any reason, the Service Provider shall continue to provide services for a transition period of up to 15 days, as directed by the Procuring Agency, to ensure smooth handover.
GCC 19	Insurance: The Service Provider shall maintain, at its own cost, the following insurance coverage: (a) Comprehensive vehicle insurance for all vehicles deployed under this contract. (b) Public liability insurance. (c) Workers' compensation insurance for its drivers in accordance with the applicable law in Pakistan.
GCC 23	Liquidated Damages: If the Service Provider fails to provide a vehicle for a scheduled trip without notifying the Club at least 2 hours in advance, or consistently fails to meet punctuality standards, it shall pay to the Islamabad Club as Liquidated Damages an amount of Rs. 5,000 per missed/unserved trip . The total amount of liquidated damages shall not exceed 10% of the total annual contract value . This is in addition to any other remedies available to the Procuring Agency.
GCC 24	Performance Guarantee: In accordance with BDS Clause 18, the Bid Security of the successful Bidder (Rs. 200,000) will be retained as the Performance Guarantee. It will be released within 30 days of the successful completion of the contract period, subject to the submission of a clearance certificate from the Club and settlement of all dues.
GCC 32 & 35	Payment: 35.1: Payments will be made on a monthly basis in arrears , against submission of an invoice and log sheet/trip report verified by the Club's representative. Payment shall be made within 30 days of invoice verification, after deduction of taxes and any liquidated damages. 35.2 Advance Payment: Not allowed.
GCC 42	Dispute Resolution: i. If any dispute arises, the parties shall seek to resolve it by mutual negotiations in good faith within 14 days. ii. If negotiations fail, the dispute shall finally be resolved through binding arbitration by a sole arbitrator in accordance with the Arbitration Act, 1940. The arbitrator shall be appointed by mutual consent of both parties. The place of arbitration shall be Islamabad.

SECTION IX: CONTRACT FORMS

(The standard forms for Contract Agreement, Performance Guarantee (though not used here as per special condition), and Integrity Pact from the original sample are included here by reference, with the contract title updated to "Transport Services".)



Form of Contract

THIS AGREEMENT made the ____ day of _____ 20____ between **Islamabad Club** (hereinafter called "the Procuring Agency") of the one part and _____ of _____ (hereinafter called "the Service Provider") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of **Transport Services (Drop)** and has accepted a Bid by the Service Provider for the provision of said services for a total annual contract price of _____ (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-
 - a) This form of Contract;
 - b) the Form of Bid and the Price Schedule (BOQ) submitted by the Service Provider;
 - c) the Schedule of Requirements and Technical Specifications / TOR (Section V);
 - d) the Special Conditions of Contract (Section VIII);
 - e) the General Conditions of the Contract (Section VII);
 - f) the Procuring Agency's Letter of Acceptance; and
 - g) any other documents forming part of the Contract.
3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants to provide the Transport Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed and Delivered for and on behalf of the Procuring Agency: (with signatures and witnesses)

Signed and Delivered for and on behalf of the Service Provider: (with signatures and witnesses)

Islamabad Club

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SERVICE PROVIDERS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: _____ Dated: _____

Contract Value: _____

Contract Title: **Transport Services (Drop)**

_____ **Name of Service Provider hereby** declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, the Service Provider represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Service Provider, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

The Service Provider certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

The Service Provider accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP. Notwithstanding any rights and remedies exercised by GoP in this regard, the Service Provider agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Service Provider as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.