

**GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND
TECHNOLOGY, TOPI, SWABI**



**TENDER DOCUMENTS FOR
HIRING / OUTSOURCING OF TRANSPORT
SERVICES**

Tender # GIKI/PD/TPT-1135/26

Tender Fee Rs. 3,000/- Non-Refundable

**Deputy Director (Procurement)
GIK Institute, Topi, Swabi (KP)**

Phone# 0938-281026 Ext. 2213, Email: farid.wahid@giki.edu.pk

**GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY,
TOPI, SWABI**

TENDER NOTICE



**GHULAM ISHAQ KHAN INSTITUTE
OF ENGINEERING SCIENCES AND TECHNOLOGY**

**TENDER NOTICE FOR HIRING/OUTSOURCING
OF TRANSPORT SERVICES ON RENTAL BASIS**

Tender #

GIKI/PD/TPT-1135/26

Ghulam Ishaq Khan Institute of Engineering Sciences and Technology invites sealed bids under the “**Single-Stage, One Envelope**” procedure from Income Tax and GST registered transport companies/firms listed on the Active Taxpayer List (ATL) for the hiring/outsourcing of transport services on a rental basis for the transportation of students.

**Provision of two (02) buses on a rental basis for transportation
of students between GIK Institute, Topi and Islamabad/Rawalpindi**

Bid documents and other terms and conditions can be downloaded from the **GIKI website (www.giki.edu.pk)** or collected in person from GIK Admin Block, Room # F-09. A non-refundable tender fee of Rs. 3,000/- and sealed bids along with 2% earnest money (refundable) on the total bid cost should be submitted **on or before 1500 hours on July 24, 2026**. Proposals will be opened in the presence of available bidders **at 1530 hours on the same day**. The Institute reserves the right to modify/ withdraw/cancel the bids/ tender at any time before award of the Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Institute's action, and without thereby incurring any liability to the Tenderer, and the decision of the Institute shall be final.

Deputy Director Procurement, GIK Institute, Topi, Swabi (KP)

Ph# 0938-281026 Ext. 2213, Email: farid.wahid@giki.edu.pk



Deputy Director (Procurement)
GIK Institute, Topi

**GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI,
SWABI**

BIDDING DATA

- | | | |
|-----|--|--|
| (a) | Name & Address of the
Procuring Agency: | GIK Institute, Topi Swabi |
| (b) | Brief Description of Works: | Hiring / Outsourcing Transport Services on rental basis |
| (c) | Amount of Bid Security | 2% bid money of the Total Rent offered |
| (d) | Performance Security Deposit | Rs. 200,000/- (refundable) will be obtained from the selected bidders. |
| (e) | Period of Bid Validity | 60 days |
| (f) | Deadline of submission of Bids
Along with time: | 24-07-2026 till 1500 hours |
| (g) | Venue, Date & Time of Bid
Opening: | 24-07-2026 at 1530 hours in the Conference room
Administration Block GIK Institute, Topi Swabi. |
| (i) | Eligibility Criteria | <div style="padding-left: 20px;"><div>(i) 03 years' relevant work experience as a contractor.</div><div>(ii) Contractors must have work experience in at least one other Institution/organization etc</div><div>(iii) Annual Turn-over of last three years should not be less than three (3) million annually.</div><div>(iv) Valid Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax Registration and Sale Tax Registration with Khyber Pakhtunkhwa Revenue Board (KPRA) for procurement of services (if any)</div><div>(v) An Affidavit on Stamp Paper that the firm has never been Blacklisted</div><div>(vi) Contract will be awarded to the contractor qualify in the technical evaluation criteria and offers the Lowest rent per day for Islamabad/Rawalpindi routes on terms & Conditions mentioned in the bidding documents.</div></div> |

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Bids will be evaluated as per the evaluation criteria mentioned below.

Evaluation Criteria
Technical Evaluation Criteria

S. No	Qualification Criteria	Total Marks	Marks Obtained
01	Active Income Taxpayer and GST in FBR (Mandatory)	Mandatory	
02	Active Taxpayer in KPRA (if any)		
03	2 Projects of Similar Nature & In Hand / Completed (End-user feedback Certificate required) Each Project 10 marks, Max.20 marks	20	
04	List of employees & drivers along with their valid HTV licenses, CNIC & Cell Numbers.	20	
05	Financial Soundness of Firm / Company; annual turnover more than Rs.3M.	20	
06	Meets Specification: Physical fitness certificates of the vehicles, Route Permit, Vehicles must be air conditioned. Clean & New vehicles will be preferred	30	
07	Bid must be signed by authorized person along with his/her name and designation in The firm along with authorization letter.		
08	Undertaking on the stamp paper of Rs.100 of not Blacklisted by any agency or authority.	10	
	Total Marks	100	
	Minimum Score	70	

Note: Please attach documentary evidence in support of your claims in the technical proposal. The minimum score to technically qualify is 70 out of 100.

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Appendix - A

Proforma to be filled by the Contractor

Name of the Company / Contractor: _____

Date of Establishment: _____

Corporate Status: _____

**Owner / Proprietor / MD / CE
Name:** _____

Owner CNIC No. _____

Mailing Address: _____

Contact No (s). _____

Cell No(s). _____

Email Address: _____

NTN No. _____

SST No. _____

Bank Name & Account No. _____

**Terms and Conditions
mentioned below.** _____

Company's Stamp	Signature

Terms and Conditions of Contract

- 1- The period of Execution will identify with the Contract Agreement for Initially for one year (extendable with mutual consent).
- 2- The Contractor/firm registered with Income Tax department and Sale tax department with FBR and Sale Tax for Services with Khyber Pakhtunkhwa revenue Board.
- 3- All applicable taxes will be deducted from the bill including income tax and sales tax according to applicable govt Rules.
- 4- The transporter shall initially provide vehicles for operations between GIK Institute and Islamabad/Rawalpindi. The scope of services may be extended to include any other city or location as required by the Institute during the contract period.
- 5- The Service Provider must ensure, in case of breakdown / accident/ mishap / challan / strike / bad weather etc., to drop the commuter on the time and place as specified accordingly.
- 6- The contractor will show / provide physical fitness certificate & Route permit of vehicles.
- 7- Maintenance & vehicles Fuel and upkeep of the vehicle(s) is the sole responsibility of the contractor.
- 8- The Service Provider will pay, in any form, for parts, tax, challans, wages, maintenance, rent and insurance etc. The institute is liable to pay only the contract amount to the Service Provider if the service provided by contractor found satisfactory.
- 9- At any stage if the Service Provider found to bypass any condition(s) of the agreement, the contract will be terminated immediately, and the payment(s) will be confiscated in favor of the Institute. The decision of the Institute will be final and should be abided by the Service Provider and Institute. That upon termination of this agreement the agency shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises from the time to time.
- 10- Inspection of vehicles will be carried out on specified dates & communicated to the Service Provider accordingly. Only those vehicles will play for pick & drop services which are passed by the Institute after inspection. Vehicle(s) can't be changed / replaced without prior permission of Institute authority.
- 11- The Contractor should be clearly agreed to operate/arrange all buses according to the scheduled program, which will be issued by the Transport Office of the Institute, from time to time, to pick and drop the Institute students from prescribed routes with punctuality and regularity without failure.
- 12- The contractor will charge the bill amount monthly based on the number of working days (i-e Friday & Sunday). Any addition of a new vehicle (as per need) would be charged separately as per the agreement rates. Payment will be made only for working/operational days.
- 13- The contractor will not skip any route on any working day unless the Institute management permits them to do so.
- 14- The contractor would provide complete calculations along with a monthly invoice.

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- 15- The Institute may demand buses on any other day including Saturdays & Sundays with additional amount to be paid to the contractor as per agreed rate.
- 16- Vehicle(s) should be registered in the name of Proprietor / Partner / Company. (witness / proof must be attached / provided).
- 17- In case the vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, the Institute would have a right to hire a vehicle from the market and the additional cost incurred the Institute will be borne by the Service Provider.
- 18- A cleaner / gate keeper will be deputed on every vehicle for upkeep and ushered for the commuters besides, the driver. Payment to the driver and the cleaner is the responsibility of the contractor. The vehicle will be kept neat and clean and in perfect running condition with a shining body and clean interior with good upholstery by the Service Provider. The vehicles to be supplied should be in excellent condition mechanically as well as get-up-wise, i.e. outer look / upholstery etc. should be decent looking and are well maintained during the contract period.
- 19- The vehicle must be available at any time on any day as desired by the Institute.
- 20- The vehicle and the driver should not be changed unless requested by the Institute.
- 21- The contractor or their designated representative is expected to be physically present at the main terminal points. This ensures that there is someone responsible available to oversee the departure of the buses.
- 22- In case noncompliance of the instructions of the Institute or any irregularity, after serving three letters, the security deposit will be forfeited, and a fresh Call deposit will be deducted from the bill of any contractor.
- 23- The Service Provider would ensure that the drivers employed have a valid HTV driving license for a four-wheel vehicle. The vehicle should be registered with the concerned authority of Central/State Govt. The Service Provider shall provide a certificate for this effect. The driver of the vehicle provided should be medically fit and must follow traffic rules and other regulations prescribed by the Government from time to time. The driver should be able to communicate and write in Urdu.
- 24- The Service Provider should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition, for which no separate payment shall be made. Drivers should be familiar with local routes.
- 25- In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle immediately
- 26- In case, the substitute vehicle does not report on time, the Institute would have the right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Service Provider.

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- 27- In case of failure of the Services in providing/making available of vehicle on account of any defect/fault/breakdown/liquidated damages, an alternative arrangement with prior permission shall be made, penalty shall be imposed and recovered from the Service Provider's bill without any notice.
- 28- In case of any accident, all the claims arising out of it shall be met by the Service Provider.
- 29- The Institute will do physical verification of vehicles before entering into the contract. Also, the Institute will interact with drivers for general awareness and knowledge about common routes in Islamabad / Rawalpindi.
- 30- The vehicle must be parked in the premises of the Institute during pick & drop timings.
- 31- The vehicle will not play for commercial purpose or any other reason during the stipulated timings specified for the Institute services.
- 32- The Service Provider shall deploy drivers to the Institute only after police verification. All drivers deployed at the Institute will carry CNIC & Identity Card issued by the contracting agency.
- 33- Driver & staff on the buses should wear neat & clean dress. They must not use any Pan, naswar, gutka, and shall be non-smokers.
- 34- The contractor provides details of staff along with valid driving license, Police verification and medical fitness certificate, Vehicle Health Report, Route permit & Vehicle clearance.
- 35- In case, the drivers employed by the successful agency / firm / company commit any act of omission / commission / tip that amounts to misconduct / indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from Institute site.
- 36- All vehicles use for Institute must be fixed & carried fire extinguishers especially for POL & allied matters.
- 37- The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.
- 38- That just for ensuring and assuring the efficient performance by the contractor, it should be very clearly stipulated and determined by both the parties that, the above services are agreed to be rendered by the contractor.
- 39- That the contractor will be bound and responsible for placing the buses with insurance and in good condition which may suit the educational atmosphere and qualitative standard of the Institute, as such the vehicle must be self-start, neat and tidy, failing which Rs. 2000/- per side per bus will be imposed as penalty.
- 40- That the Institute shall not be responsible for any damage, wear and tear of the Buses/ vehicles from outside of the campus. In case of any mishap occurs inside the campus, and if it is proved that Institute is responsible then Institute will pay 50% of total loss. Failure bus would not be counted or included.
- 41- That the Institute will pay only for those trips for which buses would be utilized according to the scheduled program issued by the authorities.

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- 42- That in case if the Institute authorities/students have any complaint about the bus/buses, staff the same shall be discussed into and remedies on the spot, and the Institute authorities have right to curtail the number of buses on short notice and can stop the service without giving any reason at any time.
- 43- That during the agreement period if the contractor intends to discontinue the service then he would be under legal obligation to issue the notice for withdrawal of the service at least 60 days in advance, failing which the payment of the remaining bills will not be released to him and also security deposit will be forfeited.
- 44- That during semester examinations or 15 days before the commencement of the examinations the contractor has no right to issue the notice for withdrawal of the service if he does so his final bill of payment will be forfeited along with his security deposit.
- 45- The contractor is bound to arrange more buses if required by authorities within one day, if he fails then he will be penalized by the amount equal to two days' payment of a bus. This condition will also apply on the short of bus on any route.
- 46- That the contractor must ensure the reaching of all buses at departure terminals in time, if any bus/buses found coming late then Rs. 500/= will be charged as penalty per late coming bus.
- 47- That the contractor must ensure for supplying proper information regarding plying of buses and in case of misinformation or any bus plied on any route without consent of the Institute management, a fine of Rs. 10,000/- per bus would be imposed by the Institute management.
- 48- That the Institute would make the payment to the contractor within the period of 30 days from the date of submission of the bill by contractor. The payment will be released monthly.
- 49- The contractor is bound to follow the verbal instructions of Transport officer in connection with the operation of the service from time to time for an increase/decrease of the number of buses.
- 50- That buses must reach at the starting point at least 15 - 20 minutes before departure, failing which Rs. 200/- per bus will be imposed as a penalty.
- 51- The contractor has to follow the instructions of the Institute management, issued from time to time regarding schedule or any problem faced.
- 52- The contractor is bound to fly some registered buses at time of departure which have already entered at time of arrival. In case of failure or any bus the contractor can bring another registered bus, after taking permission from the Transport officer/ Incharge Transport.
- 53- In case noncompliance of the instructions of the Transport Section/Authority or any irregularity, after serving three letters, the security deposit will be forfeited, and a fresh Call deposit will be deducted from the bill of any contractor.
- 54- If any bus does not pick the students stands on the way will be penalized Rs. 200/- per bus after receipt complaint.
- 55- In case any conditional/leave on next day for any reason. If the Institute inform to contractor on the previous day before 09:00 PM then the amount of next day will not be charged in monthly bill.

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- 56- The contractor will provide the buses for study tour/official visit/trip outside the city.
- 57- Contractor will provide valid driving license of Driver, Police Verification, Medical Fitness, CNIC & Mobile number of driver & helper/cleaner.
- 58- In case the contractor changes the driver of any vehicle for any reason, he will inform to transport office of Institute.
- 59- Institute would pay Fixed amount of rent per month apart from any change in fuel prices or maintenance cost of vehicles.
- 60- The Security Deposit would be fixed amount of Rs. 200,000/- and will be obtained from the selected bidder.
- 61- All the repair, maintenance cost, POL cost & drivers, helper salaries of vehicles would be bear by vendor, NOT Institute.
- 62- The Institute will pay only rent for vehicles. POL will not be provided by the Institute.
- 63- In the event of any increase or decrease in the prevailing fuel prices during the contract period, the transportation rates may be revised with the mutual written consent of both parties. No unilateral adjustment in the quoted rates shall be permissible.

Note: This Terms & Conditions is integral part of contract agreement besides other clauses/ articles.

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ANNEXURE “A”

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 2025 between **GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI, Pakistan** (hereinafter called “the Procuring agency”) of the one part and **M/s. _____** (“hereinafter called the Contractor”), of the other part:

WHEREAS the Procuring agency invited bids from interested contractors to offer Transport services on rental bases **vide Tender No. GIKI/PD/TPT-1135/26** and has accepted a bid on the terms and conditions hereinafter appearing Transportation Rental Services in the sum of **Rs.**

_____ (hereinafter called “the Contract Price”).

NOW THIS INDENTURE WITNESSETH AS UNDER:

The contract shall be applicable for a period of (ONE Year) with effect from the date of signing of the contract. It can be renewable for another year by mutual agreement based on terms and conditions as stated in this bidding document. Such an extension is subject to satisfactory performance and by approval of competent authority. However, the contract may be terminated by the Procuring agency without assigning any reason at any time on 30 days’ notice.

A. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the terms and conditions of Contract referred to.

B. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) Bidding Documents.
- b) Contract Agreement.
- c) Letter of Acceptance/Notification for award of work.
- d) Work Order;
- f) the Price Schedule submitted by the Bidder;
- g) the Fixed Routes rate list of Vehicles.

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1. The period of Execution will identify with the Contract Agreement for Initially for one year (extendable with mutual consent).
2. The Contractor/firm registered with Income Tax department and KPRA revenue Board.
3. All applicable taxes will be deducted from the bill including income tax and sales tax according to KPRA Rules.
4. Transporters will provide vehicles for Islamabad/Rawalpindi or any other city/Place included later on.
5. The Service Provider must ensure, in case of breakdown / accident/ mishap / challan / strike / bad weather etc., to drop the commuter on the time and place as specified accordingly.
6. The contractor will show / provide physical fitness certificate & Route permit of vehicles.
7. Maintenance and upkeep of the vehicle(s) is the sole responsibility of the contractor.
8. The Service Provider will pay, in any form, for parts, tax, challans, wages, maintenance, rent and insurance etc. The institute is liable to pay only the contract amount to the Service Provider if the service provided by contractor is found satisfactory.
9. At any stage if the Service Provider found to bypass any condition(s) of the agreement, the contract will be terminated immediately, and the payment(s) will be confiscated in favor of the Institute. The decision of the Institute will be final and should be abided by the Service Provider and Institute. That upon termination of this agreement the agency shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises from the time to time.
10. Inspection of vehicles will be carried out on specified dates & communicated to the Service Provider accordingly. Only those vehicles will play for pick & drop services which are passed by the Institute after inspection. Vehicle(s) can't be changed / replaced without prior permission of Institute authority.
11. The Contractor should be clearly agreed to operate/arrange all buses according to the scheduled program, which will be issued by the Transport Office of the Institute, from time to time, to pick and drop the Institute students from prescribed routes with punctuality and regularity without failure.
12. The contractor will charge the bill amount monthly based on the number of working days (i-e Friday & Sunday). Any addition of new vehicles (as per need) would be charged separately as per the agreement rates. Payment will be made only for working/operational days.
13. The contractor will not skip any route on any working day unless the Institute management permits to do so.
14. The contractor would provide complete calculations along with a monthly invoice.
15. The Institute may demand buses on any other days including with additional amount to be paid to the contractor as per Rent agreed.
16. The Transport Office is authorized to change the route of any bus instantly as per need.

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17. Vehicle(s) should be registered in the name of Proprietor / Partner / Company. (witness / proof must be attached / provided).
18. In case the vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, the Institute would have a right to hire a vehicle from the market and the additional cost incurred the Institute will be borne by the Service Provider.
19. A cleaner / gate keeper will be deputed on every vehicle for upkeep and ushered for the commuters besides, the driver. Payment to the driver and the cleaner is the responsibility of the contractor. The vehicle will be kept neat and clean and in perfect running condition with a shining body and clean interior with good upholstery by the Service Provider. The vehicles to be supplied should be in excellent condition mechanically as well as getup- wise, i.e. outer look / upholstery etc. should be decent looking and are well maintained during the contract period.
20. The vehicles provided by the contractor must not be older than 10 years.
21. The vehicle must be available at any time on any day as desired by the Institute.
22. The vehicle and the driver should not be changed unless requested by the Institute.
23. The contractor or their designated representative is expected to be physically present at the main terminal points. This ensures that there is someone responsible available to oversee the departure of the buses.
24. In case noncompliance of the instructions of the Institute or any irregularity, after serving three letters, the security deposit will be forfeited, and fresh Call deposit will be deducted from the bill of any contractor.
25. The Service Provider would ensure that the drivers employed have a valid HTV driving license of four-wheel vehicle. The vehicle should be registered with the concerned authority of Central/State Govt. The Service Provider shall provide a certificate for this effect. The driver of the vehicle provided should be medically fit and must follow traffic rules and other regulations prescribed by the Government from time to time. The driver should be able to communicate and write in Urdu.
26. The Service Provider should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should carry a mobile phone in working condition, for which no separate payment shall be made. Drivers should be familiar with local routes.
27. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle immediately of same make & model. In case, the substitute vehicle does not report on time, the Institute would have the right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Service Provider.
28. In case of failure of the Services in providing/making available of vehicle on account of any

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defect/fault/breakdown/liquidated damages, an alternative arrangement with prior permission shall be made, penalty shall be imposed and recovered from the Service Provider's bill without any notice.

29. In case of any accident, all the claims arising out of it shall be met by the Service Provider.
30. The Institute will do physical verification of vehicles before entering the contract. Also, the Institute will interact with drivers for general awareness and knowledge about common routes in Islamabad/Rawalpindi.
31. Vehicle must be parked in the premises of the Institute during pick & drop timings.
32. The vehicle will not play for commercial purpose or any other reason during the stipulated timings specified for the Institute services.
33. The Service Provider shall deploy drivers to the Institute only after police verification. All drivers deployed at the Institute will carry CNIC & Identity Card issued by the contracting agency.
34. Driver & staff on the buses should wear neat & clean dress. They must not use any Pan, naswar, gutka, and shall be non- smoker.
35. The contractor provides details of staff along with a valid driving license, Police verification and medical fitness certificate, Vehicle Health Report, Route permit & Vehicle clearance.
36. In case, the drivers employed by the successful agency / firm / company commits any act of omission / commission / tip that amounts to misconduct / indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from Institute site.
37. All vehicles use for Institute must be fixed & carried fire extinguishers especially for POL & allied matter.
38. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.
39. Just for ensuring and ensure efficient performance by the contractor, it should be very clearly stipulated and determined by both the parties that, the above services are agreed to be rendered by the contractor.
40. That the contractor will be bound and responsible for plying the buses with insurance and in good condition which may suit the educational atmosphere and qualitative standard of the Institute, as such the vehicle must be self- start, neat and tidy, failing which Rs. 2,000/- per side per bus will be imposed as penalty.
41. That the Institute shall not be responsible for any damage, wear and tear of the Buses/ vehicles from outside of the campus. In case of any mishap occurs inside the campus, and if it is proved that the Institute is responsible then the Institute will pay 50% of total loss. Failure bus would not be counted or included.
42. That the Institute will pay only for those trips for which buses would be utilized according to the scheduled program issued by the authorities.

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43. That in case the Institute authorities/students have any complaint about the bus/buses, staff the same shall be discussed into and remedies on the spot, and the Institute authorities have right to curtail the number of buses on short notice and can stop the service without giving any reason at any time.
44. That during the agreement period if the contractor intends to discontinue the service, then he would be under legal obligation to issue the notice for withdrawal of the service at least 60 days in advance, failing which the payment of the remaining bills will not be released to him and also security deposit will be forfeited.
45. That during semester examinations or 15 days before the commencement of the examinations the contractor has no right to issue the notice for withdrawal of the service if he does so his final bill of payment will be forfeited along with his security deposit.
46. The contractor is bound to arrange more buses if required by the authorities within one day, if he fails then he will be penalized by the amount equal to two days' payment of a bus. This condition will also apply on the short of bus on any route.
47. That the contractor must ensure the reaching of all buses at departure terminals in time, if any bus/buses found coming late then Rs. 500/= will be charged as penalty per late coming bus.
48. That the contractor must ensure for supplying proper information regarding plying of buses and in case of misinformation or any bus plied on any route without consent of the Institute management, a fine of Rs. 10,000/- per bus would be imposed by the Institute management.
49. That the Institute should make the payment to the contractor within the period of 30 days from the date of submission of the bill by contractor. The payment will be released monthly.
50. The contractor is bound to follow the verbal instructions of the Transport officer in connection with the operation of the service from time-to-time for increase/decrease of the number of buses.
51. That all the buses must be parked as per the prior instructions of the Transport Officer, in case the bus/buses are not properly parked, or bus/buses found without displaying route board on the windscreen, then Rs. 500/= will be charges per bus per side as penalty.
52. That buses must reach at starting point at least 15 minutes before departure, failing which Rs. 200/= per bus will be imposed as penalty.
53. The contractor must follow the instructions of the Institute management, issued from time to time regarding the schedule or any problem faced.
54. The contractor is bound to ply same registered buses at time of departure which have already entered at time of arrival. In case of failure or any bus the contractor can bring another registered bus, after getting permission from Transport officer/ Incharge Transport.

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55. In case noncompliance of the instructions of the Transport Section/Authority or any irregularity, after serving three letters, the security deposit will be forfeited, and fresh Call deposit will be deducted from the bill of any contractor.
56. If any bus does not pick up the students stands on the way will be penalized Rs. 200/- per bus after receipt complaint.
57. In case any conditional/leave on next day for any reason. If the Institute inform to contractor on the previous day before 09:00 PM than amount of next day will not be charged in monthly bill.
58. The contractor will provide the buses for study tour/official visit/trip outside the city.
59. Contractor will provide valid driving license of Driver, Police Verification, Medical Fitness, CNIC & Mobile number of driver & helper/cleaner.
60. In case the contractor change the driver of any vehicle for any reason, he will inform to transport office of Institute.
61. Institute would pay Fixed amount of rent per month apart from any change in fuel prices or maintenance cost of vehicles.
62. Security Deposit would be Rs. 200,000/- of will be provided by the selected bidder.
63. All the repair, maintenance cost & drivers, helper salaries of vehicles would be bear by vendor, NOT Institute.
64. Contractor will provide valid driving license of Driver & CNIC of driver & helper/cleaner.
65. Tool charges/Motorway charges will be paid by contractor. Which will not be charged in monthly bill.
66. The Institute will pay only rent of vehicles. POL will not be provided by Institute.
67. In the event of any increase or decrease in the prevailing fuel prices during the contract period, the transportation rates may be revised with the mutual written consent of both parties. No unilateral adjustment in the quoted rates shall be permissible.

Note: This Terms & Conditions is integral part of contract agreement besides other clauses/ articles.

Signature of the Contractor

Signature & Stamp

Authorized Person:

Designation:

WITNESS:

Signature:_____

Name:_____

Signature of the Procuring Agency

Signature & Stamp

Authorized Person:

Designation:

WITNESS:

Signature:_____

Name:_____

**GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI,
SWABI**

ANNEXURE “B”

Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the cater works;
M/s _____, the service provider/ cater hereby
declares
that:

(a) Its intention not to obtain the work of any Contract, right, interest, privilege, or other obligation or benefit from the GIK Institute or any Administrative or Financial Offices thereof or any other department under the control of the GIK Institute through any corrupt practice(s).

(b) Without limiting the generality of the forgoing the cater represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the GIK Institute directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the GIK Institute, except that which has been expressly declared pursuant hereto.

(c) The cater accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the GIK Institute under any law, contract, or other instrument, be stand void at the discretion of the GIK Institute.

(d) Notwithstanding any right and remedies exercised by the GIK Institute in this regard, cater agrees to indemnify the GIK Institute for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the GIK Institute in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the GIK Institute.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____ Contact Person _____

Address _____

Mobile _____ email _____

SIGNATURE & STAMP

**GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI,
SWABI**

BILL OF QUANTITIES FOR

Hiring of Transportation Rental Services

FOR

GIK Institute, Topi Swabi

**GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI,
SWABI**

**Bill of Quantity
Financial Proposal**

GIK Institute of Engineering Sciences and Technology

ROUTES FOR TRANSPORT RENTAL SERVICES

SR #	Bus Type	Total Buses	Number of Trip/ Day	From	To	Approx. KM Round Trip	Rate Incl. All taxes & Fuel Charges
1	40–50-seater buses in excellent operating condition, fully air-conditioned (A/C)	02	One Round Trip: Transportation of students from GIK Institute to Islamabad/Rawalpindi on Friday, followed by transportation of students from Islamabad/Rawalpindi back to GIK Institute on Sunday	GIK Institute, Topi, Swabi, KPK	Rawalpindi / Islamabad	200 Km	
Net Total							

- Vehicle type & number of vehicles for each route required will be finalized as per number of students on each route.
- The Financial Evaluation will be done on the basis of the Lowest Total Rates quoted for all routes. Individual Route rates will not be considered.

Note. The quoted Rates must be inclusive of all taxes and charges.

Stamp & Signature of bidder