



Bidding Document
for
Tender for Vehicle Tracking System
Bid No. HBFC/HOK/GSD/2023/03



Bid No. HBFC/HOK/GSD/2023/03

February 26, 2023

Invitation for Bids (IFB)

Tender for Vehicle Tracking System

HBFC invites sealed bids from well reputed firms/companies who provide real time GPS tracking system for vehicle and motorcycles across Pakistan.

Bids will be evaluated separately in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., "Single stage-one envelope procedure". Bidding documents containing detailed Scope of Work and mandatory criteria etc. can be downloaded Free of Cost from HBFC website i.e., www.hbfc.com.pk This IFB is also available at PPRA website www.ppra.org.pk

Bids prepared in accordance with the instructions in the bidding documents must reach at address given below on or before **March 20, 2022 at 11:00 am**. Technical Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit Bid Security amounting to **Rs.100,000/-** along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-35641752/39

General

1. Scope of Bid

House Building Finance Company Limited (HBFC) invites sealed bids from tax registered eligible bidders who provide real time GPS tracking system across Pakistan. The bidding process is open to all bidders who meet the Mandatory Criteria at **Annexure – A**.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.

ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices

The contract will be for document scanning and archiving as described in Financial Proposal and the bidder will fill in rates and prices for all items, accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.

Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bids Opening and Evaluation

8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Mandatory Criteria and Selection of Bids

The bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single Stage - one envelope procedure. Bids will be evaluated as per the Mandatory Criteria at **Annexure – A**. Bidders must ensure to comply all the fields given in **Annexure – A**. If a bidder is unable to comply in any of the given field, their bid will be disqualified for further processing.

11. Bid Security

All bidders are required to submit Bid Security amounting to **Rs.100,000/-** along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.

Award Criteria

12. Award Criteria

The Work Order will be awarded on the most advantageous bidder(s) whose bid(s) have been found compliant to the Mandatory Criteria and emerged as financially lowest as per the financial proposal format. Maximum coverage according to the HBFC Offices / Branches and surrounding areas as per list provided in the Scope of Work will be an advantage while selecting the successful bidder.



13. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

14. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

15. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached at **Annexure - D**.

16. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will prevail over ITB.

Instructions to Bidders (ITB)	
S#	Details
1.	Tender for Vehicle Tracking System Ref No. HBFC/HOK/GSD/2023/03
2.	<p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Ms. Asad Baber Khan Designation: Manager Procurement Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Khalil Ahmad Designation: Fleet Supervisor Email: khalil.ahmad@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: 021-35641711 (Ext. 781)</p>
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	All bids will be evaluated in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., "Single stage-one envelope procedure". Bidders must ensure to comply with Mandatory Criteria provided in Annexure - A . If a bidder is unable to comply in any of the given field of Mandatory Criteria, their proposal will be rejected for further processing.
5.	The period of Bid validity will be 120 days after opening of the Bids.
6.	All bidders are required to submit Bid Security amounting to Rs.100,000/- with their bids in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.
7.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;">Head - General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641739</p>



House Building Finance Company

8	<p>The deadline for submission of bids will be March 20, 2023 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:</p> <p style="text-align: center;">House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.</p>
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Mandatory Criteria

Tender for Vehicle Tracking System

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No.	
1.	Bidder must be a registered Tax Payer and must appear on the Active Taxpayer List.					Appendix - A
2.	Bidder must have at least 03 corporate clients of comparable scale. Attach verifiable proofs					Appendix - B
3.	Bidder must have functional office in major cities i.e., Karachi, Lahore and Islamabad. Attach verifiable proofs					Appendix - C
4.	Bidder must have maximum coverage area across Pakistan and must share the coverage map/details. Maximum coverage will be an added advantage for the selection					Appendix - D
5.	Contractor must submit an affidavit on a Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any organization					Appendix - E

Note:

- i. S. no. 03 and S. no. 04 will be considered as an advantage
- ii. Bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single Stage – one envelope procedure.
- iii. Bidder must ensure to comply all the fields given here above of Mandatory Criteria.
- iv. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- v. Bidders must place their provided evidences as Appendix (clearly marked).
- vi. Purchase Order will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the most advantageous bid.
- vii. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- viii. The bid security of bids of unsuccessful bidders will be returned once the Purchase Order is awarded to the successful bidder.

Scope of Work

Successful bidder will be responsible to supply, install and maintain the GPS trackers in all intended vehicles, motorcycles on HBFC countrywide network during the contract period of five (05) years which may be extended upon mutual consent.

- (i) Total Number of Vehicles: 60
- (ii) Total Number of Motorcycles: 110

Number of vehicle and motorcycles are subject to increase or decrease in future and successful company will be responsible to provide services on same rate as and when required.

1. General Scope of work is as follows (but not limited to):

- a) Complete installation (in all respects) of tracking system in vehicles and motorcycles of HBFC.
- b) Complete maintenance of the tracking system in vehicles and motorcycles will be the responsibility of the successful company during the contract period.
- c) Supply, Installation and Commissioning of new devices must be provided if required within 24 hours of request by HBFC.
- d) Real time vehicle tracking access will be provided to the multiple users as per provided list of HBFC (minimum 10 users).
- e) Trip report generation as and when required.
- f) Daily, weekly, monthly, yearly reporting must be included.
- g) Providing necessary software system installed on desktop as well as on web based as per requirement of HBFC for data extraction and tracking.
- h) System must provide the ability to turn Ignition on/off.
- i) System must inform about the Over-speeding of vehicles
- j) Vehicles status page must have reporting status of device.
- k) System must provide battery tempering alerts
- l) System must provide Fuel consumption reporting
- m) In built device battery (as backup) must be included.
- n) Hardware must be well protected from external effects, such as temperature, humidity, electric shocks, Electronic Malfunctions, hazards, Earth quake, water proof, among others.
- o) Device should not affect or alter input /output of vehicles electrical specification.
- p) Successful bidder will depute a dedicated Manager/Focal Person for correspondence with HBFC and must provide Escalation Matrix.
- q) Services must be provided without interruption or glitch.
- r) Regular updates of software should be provided Free of Cost.
- s) Warranties/Guarantees must be provided during the course of contract.
- t) Any regulatory requirements will be the responsibility of the successful bidder.

HBFC Offices / Branches Locations (Fleet traveling in the remote areas of these cities)

S. No	Region/Area/Branch	Address
1	Head Office - Karachi	FTC Building, 3rd Floor, C-Block, Shahrah-e-Faisal, Karachi
2	Regional Office - South	Front Right Wing of Civic Centre, Hasan Square, main University Road Karachi.
3	University Road Branch - Karachi	Plot No. SB-28, Block-1, Mahnoor Apartment, Gulistan-e-Jauhar, Opposite NED University, KDA Scheme No. 36, Karachi
4	Hyderabad	1st Floor , Civic Centre, Thandi Sarak Road, Hyderabad
5	Mirpurkhas	Plot No.37 N-41 1st floor, Pakistan Railway Employees Cooperative Housing Society Limited, Hyderabad Road, Near Marvi Lawn, Mirpurkhas.
6	Tando Adam	City Survey No. 877, Ward-D, Near Zaheer Town, Tando Allahyar Road, Tando Adam, District Sanghar
7	Nawabshah	Plot No. A-84, City Survey No. 2267, Ward-'A', Government Employees Co-Operative Housing Society Limited (GECHS), Nawabshah
8	Thatta	H. No. 327/2, Ward-4-, Shah Kamal Muhallah Thatta.
9	Gwadar	Main Marine Drive, Near Sadaf Hotel, Gwadar
10	Sukkur	H.No. C-16, Ground Floor, Muslim Co-operative Housing Society, Military Road, Sukkur
11	Khairpur	1st floor Suhag House, Katcheri Road, Khairpur.
12	Larkana	City Survey No. 583 & 584, Ward A, Shiva Mandli Chowk, Bank Square, Larkana
13	Shikarpur	City Survey No. 123/1, 123/2, 123/3, Ward No. 22, General Post Office (G.P.O) Road, Lakhi Gate, Shikarpur
14	Dadu	Plot No. 189, Gulshan-e-Ibrahim Colony, Near Excise Office, Dadu, Taluka & District Dadu
15	Quetta	Office No.03, Ground Floor, Bolan Arcade, Street No. 2, Model Town, Quetta.
16	Regional Head (Central)	HBFCL House, 1-Lake Road, Chauburji, Lahore
17	Defence Phase-3 Branch - Lahore	Plot No. 23/A, Block -XX, Phase 3/C DHA, Lahore
18	Johar Town Branch - Lahore	Plot No. 105, Block G/1, Near Doctor's Hospital, Johar Town, Lahore
19	Kasur	Cinema More, Near Pakistan Model School, Raiwind Road, Kasur
20	Sheikhupura	19-C, Civil lines, near Passport Office, Sheikhupura
21	Gujranwala	Citizen Fan Industries, Opposite MCB Bank Limited Tower, Near Nigar Chowk, Main G. T. Road, Gujranwala
22	Sialkot	Ground Floor, Mate Tower, Hararr, Adjacent to National Bank of Pakistan (NBP), Wazirabad Road, Sialkot
23	Gujrat	Main Sargodha Road, Opposite Inyat Hospital, Gujrat
24	Faisalabad	48-Chanab Market, Madina Town, Faisalabad
25	Jhang	Katchery Road, Opposite Tasveer Mehal Cinema, Saddar, Jhang
26	Sargodha	Islamiya Park, Near 47 Pull, Lahore Road, Sargodha
27	Sahiwal	G. T. Road, Near Pakpattan Chowk, Sahiwal
28	Multan	Gulistan chowk, Zoom Plaza, Masoom Shah Road, Multan
29	Rahim Yar Khan	Opposite DPO Office, Church Road, R. Y. Khan
30	Bahawalpur	St. # 5, Qasim Town, Near RPO Office, Bahawalpur
31	Muzaffargarh	Near Central Jail Road, Muzaffargarh

32	D.G. Khan	Khata 53, 54, Mouza Choratha, Sind Janobi, D.G. Khan
33	Vehari	41/WB, Opposite Tariq Bin Ziad Colony, 1-KM Main Ludden Road, Vehari
34	Bahawlanagar	Near Chistian Road, Behind Noor Mahal Cinema, Nizampura West, Bahawalngar
35	Regional Head (North)	Plot No.81, Street No.54, Sector G-9/4, I&T Center Islamabad
36	Rawalpindi	Plot No. 13-A Commercial Civil Lines Scheme, Rashid Minhas Road, Near Lucky CNG, Opposite Punjab House, Rawalpindi
37	Jhelum	First Floor, Choudhary Khalid Plaza, Old G.T.Road, Main Jada, Jhelum
38	Mirpur (AK)	Allama Iqbal Road, Mirpur (AK)
39	Wah	Al-Mubeen Plaza, Gulberg Town, Nawababad, G.T. Road, Branch Office Wah Cantt
40	Attock	Ground Floor, Yousaf Ishfaq Plaza, Takbeer Colony Chowk, Kamra Road, Attock
41	Abbottabad	Adjacent to Food Godowns, Near Caltex Petrol Pump, Havelian Road Abbottabad
42	Mansehra	Faisal Plaza, Channai, Mansehra
43	Peshawar	7th Floor, State Life Building, 34 The Mall Peshawar Cantt
44	Mardan	Shops No. 51, 52, 53, 54, 55, 56, Upper Ground Floor, Mardan City Centre (MCC) Plaza, Qazi Bashir Road, Mardan Cantonment, Mardan
45	Kohat	1st Floor, Najan Complex, Hangu Road, Kohat
46	Swat	Shahzad Plaza, 1st Floor, Makanbagh, Chowk Saidu Sharif Road, Mingora, Swat.
47	Bannu	Hayat Plaza, Near Saddar Police Station Bazar, Ahmed Khan Chowk, Bannu City.
48	Dera Ismail Khan (D.I.Khan)	Opposite Haque Nawaz Shaheed Park, East Circular Road, Dera Ismail Khan.
49	Chitral	Shop No. 01 & 02, Ground Floor, Terichmer View Hotel, Shahi Masjid Road, Chitral
50	Gilgit	Shahrah-e-Quaid-e-Azam, Jutial, Gilgit
51	Hunza	Ground Floor, Diamond Plaza, Main Karakoram Highway (KKH), Front Location, Aliabad, Hunza
52	Skardu	Mohib Road, Skardu



Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre,
Shahrah-e-Faisal, Karachi

Tender for Vehicle Tracking System

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Mandatory Criteria at Annexure - B and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2023

[Seal & signature] [In the capacity of]
Duly authorized to sign Bid for and on behalf of _____





Client References
Tender for Vehicle Tracking System

Reference One (1)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	
Reference Two (2)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	

Integrity Pact
Tender for Vehicle Tracking System

[Bidder Name] 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 (GoP) 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, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees 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, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation 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.

[Bidder Name] 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, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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, [Bidder Name] 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 Bidder] 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.

For and On Behalf Of

Signature: _____

Name: _____

Non-Disclosure Agreement
Tender for Vehicle Tracking System

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company (HBFC).
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above-mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

Agreed to and Accepted by

House Building Finance Company

(Signature of “Authorized Representative”)

(Signature of HBFC Authorized Official)

Financial Proposal

Upfront Cost (Inclusive of all applicable taxes)

S. No.	Description	Qty.	Unit Cost (PKR)	Amount (PKR)
1	Supply, Installation and Commissioning of Tracking System in Vehicles	60		
2	Supply, Installation and Commissioning of Tracking System in Motorcycles	110		
Total Amount (Inclusive of all applicable taxes)			Rs. _____	

Annual Maintenance Cost (Inclusive of all applicable taxes)

S. No.	Description	Qty.	Year 1 (PKR)	Year 2 (PKR)	Year 3 (PKR)	Year 4 (PKR)	Year 5 (PKR)
1	Annual Maintenance Cost of Tracking System in Vehicles	Per Vehicle					
2	Annual Maintenance Cost of Tracking System in Motorcycles	Per Vehicle					

Bid Security amounting to Rs.100,000/- must be submitted with the bid.

Special Notes:

- i. Mobilization of required resources, Transportation / Cartage and required human resources along with required Hardware and ancillary equipment / services will be the responsibility of the successful bidder in accordance with the time schedule prescribed by HBFC in the Work Order which will be awarded to the successful bidder.
- ii. Work will be awarded to the firm / company who emerged as the most advantageous while conforming Mandatory Criteria and offering lowest cost in conjunction with the 05-year Annual Maintenance Cost.
- iii. Quoted rates should be inclusive of all applicable taxes either Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
- iv. Bidder shall not claim or charge transportation, loading / unloading, labor or any other charges related to or in the name of logistics, accidents, insurance, freight, etc.
- v. The quoted rate per page once offered by the bidder will not be changed during the course of the contract.
- vi. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity of document(s) to be scanned.
- vii. Successful supplier shall submit the invoices / bills after completion of assignment showing tax break-up, accordingly.



- viii. Invoice / Bills must have valid NTN, Sales Tax Number and online Bank Account / IBAN No. clearly written.

