

Federal Urdu University of Arts, Sciences & Technology Islamabad

F.No.001-F/2025

INVITATION TO BID

(Single Stage Single Envelope Procedure)

(Hiring of 30 Buses for pick & drop facility for students of Federal Urdu University, Islamabad)

Federal Urdu University of Arts, Sciences & Technology Islamabad invites sealed bids through E-Pads for Hiring of 30 Buses for Pick & Drop of University Students from eligible bidders/Transport firms/Companies who are registered or Active Taxpayers List of FBR.

2. The Bids prepared in accordance with the instructions in the bidding document must be submitted through E-Pads (eprocurement.gov.pk) on or before 16/09/2025 at 10:30 am. The Bids will be opened on the same day i.e 16/09/2025 at 11:00 am.
3. All firms registered with E-Pads submit their bids online through E-Pads as well as original bids must be submitted in hard form to the University on or before closing of bids. Complete Set Bidding Documents containing detailed terms and conditions can be obtained from Transport Section and are available (free of cost) at PPRA website (www.ppra.org.pk) and FUUAST website (www.fuuastisb.edu.pk).
4. The bid must accompany with bid security the amount must be fixed of Rs. One Million in favor of "FUUAST, Islamabad" in shape of CDR, Pay Order, Demand Draft.
5. Bids without signed and stamped bidding documents shall not be entertained.
7. Late bids shall not be entertained.

Additional Registrar

Federal Urdu University of Arts, Sciences & Technology
Old Kuri Road, Moza Moharian, Islamabad
Tel: 051-9252860-4 (Ext 127)

Additional Registrar
Federal Urdu University of Arts, Sciences
& Technology, G-7/1, Islamabad
Ph: 051-9252866



TENDER DOCUMENT

Hiring of "30" Buses for pick and Drop Facility For University Students

- 1- Sealed bids/proposals are invited from eligible bidders/transport firms/companies who are registered with FBR and their taxpayers' status is active (ATL) on FBR website for providing pick & drop transport facility to University students for various routes/points as under:

S.No	Route/ Zone	No. of Vehicles	KM Covered (Round Trip Approximate)
1	Fauji Foundation via Morgah stop / Kachehri Chowk, Ammar Chowk, Old AirPort, Shah Khalid, colony, Gulzari e Qaid , Koral chowk , gangal stop, Fazaia Colony, Khanna Pull, sanam chowk , Burma town stop, Taralai, Tramri Chowk, Nursery Stop, University .	1	45 x 2 = 90 KM
2	Rawat via T Chowk, Neval Anchorage, Koral Chowk, Khanna Pul, Zia Masjid, Kuri Road, Dhok Kala Khan, Sohan, Rawal Chowk, Margalla stop, Banigala, Nursery Stop, New mal, University.	2	40 x 2 = 80 KM
3	Chour Chowk via Pirwadhai More, Old Daewoo Stand, Kohinoor Mill, Quaid e Azam Hospital Srinagar Highway, G-13, G-11, G-10, G-7 Old urdu university campus, Aabpara stop, Sareena Hotel, Rawal Dam Chowk, Bani Gala, Nursery Stop, New Mal, University.	1	42 x 2 = 84 KM
4	Bari Imam Darbar, Quaid-e-Azam University Road, shadhara mor, Jilani stop. Bazar Stop, Athal chowk, Jhuggi, mal pur, dhokri chowk, Rawal Dam, Bani gala stop, Nursery Stop, New mul, University.	1	30 x 2 = 60 KM
5	17 Meel, Athal Chowk, Abbasi Hotel, Jilani Stop, Mal Pur, Dhokri Chowk, Rawal Dam Chowk, Bani Gala, Nursery Stop, New mal, University	1	28 x 2 = 56 KM
6	Bara Kahu via, Behrapul , Jhuggi stop, Athal Chowk Abbasi Hotel, Jilani Stop, Mal Pur, Dhokri Chowk, Rawal Dam Chowk, Bani Gala, Nursery Stop, New mal, University	1	24 x 2 = 48 KM
7	Bara kahu via Simli Dam Road, Budh Bazar, Shah pur, Siri Chowk, Kalma Chowk, Athal Chowk, Mlot Road, Park view City University.	1	20 x 2 = 40 KM
8	E-11 via Margalla Road, Jaffar Chowk, Mirza Chowk, G-11 Markaz, G-10 Markaz, G-9 Markaz, G-8 Markaz, Blue Area, Lal Quarter, Poly Clinic, Embassy Road, Sareena Hotel, Rawal dam Chowk, Bani gala, Nursery stop , New mal, University	1	38 x 2 = 76
9	Nilore Factory via Thanda Pani, Jahng More, Sultana Foundation, Alipur Nai Abadi, Tramri Chowk, Hostel City, Chatha Bukhtawar, Nursery Stop, University	3	25 x 2 = 50KM

10	Hostel City Stop to University	2	10 x 2 = 20KM
11	Gulshan Abad, Adyala Road via Khawaja Corporation, 502 Work Shop, Kachari Chowk, Ammar Chowk, old Airport, Shah Khalid Colony, Koral Chowk, Fazia Colony, Khanna Pul, sanam chowk, Burma Town, Tarlai, Tramri Chowk, Hostel City, Nursery Stop, New Mal, University.	1	40 x 2 = 80 KM
12	Dhoke Sayaddan via Shall Pump, Garooti Stop, Bakra Mandi, 22 No. Chungi, Saddar GPO, Liaquat Bagh, Mareer Hassan, Committee Chowk, Sixth Road, Faizabad, Margalla Town, Rawal Chowk, Bani Gala , Nursery Stop, New Mal ,University	1	35 x 2 = 70 KM
13	Pind Baghwal via Tumair, Pkistan hotel, Bahria Enclave University.	1	20 x 2 = 40 KM
14	Kak Pul via Neval Anchorage, River Garden , Soan Garden, PWD Stop, Pakistan Town, Gulberg stop, Koral Chowk, Gangal stop, Khanna Pul, zia masjid Kuri Road, Dhok Kala Khan, Sohan Stop, Fizabad Interchange ,Margalla town, Rawal dam Chowk, Bani gala,Nursery Stop, New mal,University	2	35 x 2 = 70 KM
15	Thanda Paani, Jhang Road, Sultana Foundation, 17 Meel, Old Bank Stop, Ali Pur Nai Abadi, Taramri Chowk, Hostel City, New Mal, University	2	23 x 2 = 46KM
16	Mareer Hassan, Committee Chowk, Waris Khan, Sadiqabad, Sixth Road, Shamsabad, Faizabad, Rawal Dam Chowk, Nursery Stop, New Mal, University	2	26 x 2 = 52 KM
17	26 No. Chungi, G-13, Srinagar Highway, G-11 Signal, G-10 Signal, G-9 Signal, G-7 Old Campus, Serena Hotel, Rawal Dam Chowk,bani gala ,Nursery Stop, New Mal, University	1	44 x 2 = 88 KM
18	British Home,IJP Road, Pir Wadhai, New Katarian, Faizabad, Margalla Town, Rawal Chowk, Nursery Stop, New Mal, University.	1	28 x 2 = 56 KM
19	Dhoke Kala Khan via, Iqbal Town, Kuri Road, Zia Masjid, Khanna Pul, Ziarat Stop, Sanam Chowk, Burma Town, Tarlai, Taramri, Hostel City, Nursery Stop, New Mal, University	1	42 x 2 = 84KM
20	Carriage Factory, Dhoke Hassu, Mandi Mor, Metro Stop, I-10/2, PSO Pump, I-10 Markaz, I-9 Markaz, I-8 Markaz, Rawal Dam Chowk, Banigalla stop , Chak Shahzad, Nursery Stop, New Mal, University	1	30 x 2 = 60 KM
21	Committee Chowk via Centre Hospital, Sadiqabad, Sixth Road, Shamsabad, Faizabad, Rawal Dam Chowk, Bani gala stop, Nursery Stop, New Mal, University	2	24 x 48 = KM
22	Tramri Chowk via Hostel City Stop, Nursery stop, New Mal, University.	1	15 x 2 = 30KM

2. The firm should have registered buses (minimum 64 seats) have bearing certificates of fitness by Motor Vehicle Examiner, expert drivers (bearing valid HTV/PSV license) and experience in providing transport services in reputed institutions.
3. Buses must not be older than 10 years and must be insured with third party liability and accident coverage.
4. The number of buses on any route can be increased or decreased at one day notice as per requirement of the University.
5. The fare will be charged as per actual utilization.
6. In case of mini bus (minimum 34 seaters) the fare/ rate will be half of normal bus.
7. Firms must apply through E-PAD. Complete set bidding documents containing detailed terms and conditions can be obtained from Transport Section and are available (free of cost) at PPRA website (www.ppra.org.pk) and FUUAST website (www.fuuastisb.edu.pk). The bid must with bid security the amount must be fixed of Rs. One Million in favor of " FUUAST, Islamabad" in shape of CDR, Pay Order, Demand Draft.
8. Bid shall be processed on Single Stage Single Envelopes Bidding procedure as per PPRA rule 36 (a).
9. The University reserves the right to change the route or increase/decrease the buses in any route in connection with the seating capacity of the buses.
10. The bid is valid for the period of 60 days.



Additional Registrar



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Federal Urdu University of Arts, Science
& Technology, G-7M, Islamabad
Ph: 051-9252866

TECHNICAL PROPOSAL

TECHNICAL INFORMATION AND UNDERTAKING

1. Name of Transport Company

2. Complete Address _____

3. Telephone & Mobile No. _____

4. Nature of the concern _____

(Attached proof of registration of Sole Proprietorship or Partnership or limited company)

5. List of Owners/Partners/Director

Name	CNIC (attach copy)	Share in Business
I.		
II.		
III.		
IV..		

6. National Tax Number (NTN) _____ (Copy should be attached)

7. Bid Security in form of Pay Order /CDR/Demand Draft No. _____

Dated _____ from (Bank) _____ Rs. _____

8. Annual turnover of firm

(Attach Proof. Copy of bank statement & tax returns for last 3 years)

9. Whether each page of proposal has been signed and stamped. YES/ NO

10. List of important organizations with address and Telephone number to whom Vehicle services have been provided during the last three years with period of contract to be enclosed in format as detailed below:-



S. No	Name of Organization	Address	Tel No.	No. of buses provided	Contract period
1					
2					
3					
4					

11. List of buses bearing certificate of fitness by Motor Vehicle Examiner (MVE) to be provided by the company (Attach detail on format)
12. Preference shall be given to the bidders proposing 64 seater double door buses of broad body.
13. Firm/company should paste University name, panaflex with route number of suitable size so that students can see from distance.
14. The vendor will be bound to depute a BUS HELPER with each bus.
15. The vendor will be required to provide as supervisor arrival and departure of buses.
16. Number of buses may increase or decrease on the discretion of the Competent Authority.
17. The services shall be hired for a period of one year (Extendable for one year). Upon satisfactory performance report of the vendor from Incharge Transport and with the approval of the Competent Authority.
18. If the Firm/Company does not fulfill the term and conditions/requirements according to the award letter or unsatisfactory report received from Incharge Transport on the performance of the vendor, the earnest money of the firm will be forfeited.
19. Name, designation & address of authorized person signing bidding documents on behalf of company. (Attached copy of authority letter)
20. The Weightage of technical bids shall be 90 marks. Minimum marks for qualification will be 60 marks. The reason of acceptance and rejection of any tender shall be dealt as per PPRA Rules. Bid will be awarded at the least cost basis under the specified terms and condition given in the bidding documents.



Marks Distribution for Technical Proposal Evaluation

Description	Marks Assigned	Obtained
No. of buses owned by bidder with Copies of Registration Books excluding partnership.	10	
Valid Fitness Certificate Issued by MVE	10	
Model of Buses	20	
Physical Inspection	20	
List of Drivers (bearing valid HTV/PSV license)	10	
Make & Type of buses with seating capacity (broad body)	10	
Credibility & previous work experience with organizations (especially Govt/Semi-Govt)	20	
Total	90	Qualified Marks are 60

21. Successful bidder shall have to enter into contract agreement on judicial stamp duty of applicable value of the total contract amount.



- I. Before award of contract, physical inspection of buses shall also be carried out at the University premises.
- II. Federal Urdu University, Islamabad reserves all rights to accept/reject any proposals in line with PPRA Rules. The decision of University authorities in this regard shall be final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's bid.
- III. Successful bidder(s) will be informed in writing regarding acceptance of his proposal. A contract enumerating necessary conditions to this effect shall be signed between Federal Urdu University Islamabad & Contractor.
- IV. Performance security/guarantee in shape of CDR/ Bank Draft shall be submitted by successful bidder/contractor of Rs. One Million Fix contract amount. Insurance guarantees/cheques or third-party undertaking shall not be acceptable.
- V. In case of breach of any conditions of the contract and for all types of losses caused to FUUAST including excess cost due to hiring of buses from the market in the event of contractor failing to provide buses not providing buses in time, Federal Urdu University shall make deductions at double the rate of Hiring rate on a prorated basis from the bills preferred by the contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the University.
- VI. In case of breach of any of the terms and conditions, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this University in that event and the security deposit in the form of Demand Draft shall be forfeited.
- VII. University shall have sole right to terminate the contract with prior notice of 30 days during the contract period.
- VIII. The successful bidder shall not assign or sublet the work or any part of it to any other person or firm. The contract is non-transferable.
- IX. University shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned. The term "payment" mentioned in this paragraph includes all types of payments due to the contractor arising on account of this



contract excluding earnest money and security deposit governed by the separate clauses of the contract. Transport Company shall submit bus wise bill/invoice to Transport Office at the close of each month. The bill should contain billing Month, Registration No. and number of days served with dates of the hired buses OR Coasters Bills/invoice shall be verified by Transport Officer and countersigned by Additional Registrar. Director Accounts shall sanction & disburse the payment to Transport Company through crossed cheque after ensuring coddle formalities/tax deduction at source (if Applicable).

- X. Parties shall mutually settle disputes related to this contract. If attempts do not yield any results within a period of 30 days, The Vice Chancellor, Federal Urdu University shall be the Competent to resolve dispute (s) related to this contract and his decision shall be final.
- XI. Any other information important in the opinion of the firm.

Signature_____

Name & Designation _____

Stamp _____



Financial Proposal

Transport Company/Firm _____

1. Bus Type (30 Buses) 64 Seater OR Capacity, Double Door Buses shall meet relevant standards, laws, fitness etc. University name and logo panaflex printed on all (Left, Right, Front, Back) sides of buses.
2. Rate of Route/ Zone

S.No	Route/ Zone	No. of Vehicles	KM Covered (Round Trip Approximate
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Rate of per trip/route will be (Inclusive of all taxes) .

5. The services/rates shall be valid for the period of one year which can be extended for further one year upon satisfactory performance report of the vendor from vendor Incharge Transport and with the approval of Competent Authority. In case of Extension rates can be increased and decreased up to 10% in view of the actual fuel prices and market conditions

6. In case of any change in route, per kilometer rate will be applicable.

7. All repairs, lubricants, labor, driver's pay & all other cost shall be borne by Transport Firm/Company.