



Sindh Rural Support Organization
SRSO Complex, Near Taj Petrol Pump,
Main Shikarpur Road Sukkur
Tel: 071-56271820

Tender No. SRSO/Tender/SRSO/PU/25-26/003

Date: May 20, 2026

Tender Document for “HIRING OF TRANSPORTATION SERVICES”

Bid Details		
1	Date of Commencement of Tender Document (available on SRSO website)	May 20, 2026
2	Last date, time, and address for receipt of Tender document	SRSO Complex Main Shikarpur Road Sukkur Tel: 071-56271820
3	Date and Time of Tender Opening (Technical bids)	June 03, 2026, at 12: 30 PM
4	Place of opening of Tender	Sindh Rural Support Organization SRSO Complex Main Shikarpur Road Sukkur
5	Address for communication	As Above
6	Contact us:	For information and any clarification please feel free to contact at pc.procurement@srso.org.pk

Note: Bids will be opened in the presence of the bidders' representative who chooses/ authorized to attend.

1. Introduction

Sindh Rural Support Organization (SRSO) was incorporated as a not-for-profit organization on May 29, 2003, and registered under section 42 of the Companies Act 2017 (Formerly known as Companies Ordinance, 1984).

SRSO's mandate is to alleviate poverty by harnessing people's potential within the communities to help themselves and undertake development activities.

2. Background

Sindh Rural Support Organization (SRSO) is implementing a project "SOLAR HOME SYSTEM (OFF-GRID/ON grid)" funded by the ENERGY DEPARTMENT, GOVERNMENT OF SINDH.

3. Procurement details.

Sr	Vehicle Type	Estimated Capacity	Estimated Quantity	Rate Required
1	40 ft Container Truck	Approx. 16–30 tons	As per requirement	Fixed & variable/KM
2	20 ft Container Truck	Approx. 12–20 tons	As per requirement	Fixed & variable/KM
3	Mazda / Medium Truck	Approx. 5–10 tons	As per requirement	Fixed & variable/KM
4	Shehzore / Mini Truck	Approx. 2–3 tons	As per requirement	Fixed & variable/KM

Note: Fix rate will remain same, whereas the variable rate will be calculated based on standard vehicle average per KM x Fuel rate.

4. Submission of Bid

4.1. **Procurement Method:** The Procurement Method will be a Single Stage Two Envelope Process.

4.2. Technical and financial bids must be submitted separately and clearly mentioned on the envelopes as "Technical Bid" and "Financial Bid". Both the envelopes of technical and financial bids should be further packed in one outer envelope with details of the tender and the name of the bidder.

4.3. **The detailed bidder profile needs to be submitted with the technical bid; non-submission will lead to rejection of the bid.**

4.4. Prices should be inclusive of all applicable taxes.

4.5. **Prices shall include packing, transportation, and loading/unloading, till the destination which are Karachi, Hyderabad, Mirpur Khas, Sukkur & Larkana.**

4.6. The Bidders should take care in submitting the bid and ensure that enclosed papers are not found loose and should be properly numbered and submitted in a file in a proper manner so that the papers do not bulge out and tear during scrutiny.

4.7. Last Date of Submission is June 03, 2026, till 12:00 am PST.

4.8. The bids for this tender must be submitted in the original hard copy no later than June__, 2026, by 11:00 am PST to the point of contact given above. Electronic proposals will not be entertained. Any proposals delivered after the due date and time will be considered non-responsive and disqualified from further consideration.

4.9. The Bids should be marked/addressed as:

(**Tender No.** SRSO/Tender/SRSO/PU/25-26/003 Bids for Hiring the Transportation Services)
SRSO Complex
Main Shikarpur Road, Sukkur

4.10. SRSO has the right to split the order between two or more bidders for one or more destinations.

4.11. The SRSO reserves the right to conduct a pre-shipment inspection by its personnel. The selected bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.

4.12. The offer should remain valid for a period of 60 days from the closing date of the Commercial Bid. Any offer falling short of the validity period is liable for rejection. If a bidder extends the bid validity period, then it will also extend the bid security period.

4.13. The selected bidder must undertake to provide the consignment notes number(s), Vehicle details (contact no. of driver and vehicle registration number) by which the item ordered had been dispatched from their site to track the physical movement of the consignments sent through container/vehicle.

4.14. The bidder may withdraw its offer after its submission, provided that written notice of withdrawal is received by the SRSO prior to the closing date and time prescribed for submission of tender documents. No offer can be withdrawn by the bidder after the closing date and time for submission of offers.

5. Eligibility of the Bidder

Below are the eligibility criteria: -

5.1 Bidder must have valid and active NTN and GST registration.

5.2 Bidder must be on the active taxpayer list of FBR on the date of submission of bids.

5.3 Bidder must have vehicle fitness certificate, Driver's original CNIC & original valid driving license.

5.4 Bidder must have experience of 5 years in Logistics & Good Forwarding.

6. Deliverables

As per the details given in Section 3.

7. Terms of Bid

7.1. Bid Security

All bidders shall furnish a bid Security of 2% of the quoted price in the form of a Call deposit/Pay Order/Demand Draft in favor of Sindh Rural Support Organization (SRSO). A cheque will not be accepted in any case. After the selection of a successful bidder, SRSO will return/release the bid security to the unsuccessful bidders. SRSO will forfeit the bid security in the following cases.

- If bidders withdraw their bid during the opening time of the tender.
- If the successful bidder withdraws its bid prior to the agreement.

8. Submission of Bid and Required Documents

8.1. The Bid should comply with the specification of the required Transportation services as specified in section 3. The offer should be complete in all respects and contain all the information asked for, with prices. The Technical Bid must be organized neatly and securely in the following manner.

- 8.1.1 Covering letter (on bidder letterhead)
- 8.1.2 NTN and GST Certificate
- 8.1.3 Proof of active taxpayer status (Filer) as per FBR list.
- 8.1.4 Valid business incorporation (e.g., firm, company, or sole proprietor)
- 8.1.5 Previous Experience proof in the shape of a purchase order or contract with contact details.
- 8.1.6 Income tax return for the last two financial years
- 8.1.7 Sales tax return for the last 6 months.
- 8.1.8 Bank statement for the last 12 months.
- 8.1.9 Technical proposal with technical details with terms and conditions. (On bidder letterhead dully signed and stamped)
- 8.1.10 Previous Relevant experience with supporting documents; minimum 5 contract or Purchase Order,
- 8.1.11 Declaration of eligibility as per Annex B (on Rs.100 Stamp paper)
- 8.1.12 Tender document duly signed and stamped on every page
- 8.1.13 Copy of bid security
(Failure to meet any of these shall result in automatic disqualification)

8.2 The Financial Bid must be organized neatly and securely in the following manner.

- 8.2.1 Financial bid must be on the bidder's letterhead with complete details and terms and conditions.
- 8.2.3 Bid Security (Original)
- 8.2.4 Others, if any

8.3. Once the bid is submitted in a sealed cover by the bidder, the SRSO will not accept any additions/alterations/deletions of the Bid. However, the SRSO reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the bidder concerned will need to submit the documentary evidence(s) as required by the SRSO.

8.4. Any Bid submitted with incorrect information will be liable for rejection. Further, if any bidder is found to have submitted incorrect information at any time, he may be debarred from participating in future tendering processes.

9. Evaluation Criteria for Bid

9.1 The SRSO will scrutinize the offers to determine whether they are complete, whether errors have been made in the offer, whether required technical documentation has been furnished, and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, the SRSO, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The SRSO reserves the right to such waivers, and this shall be binding on all bidders.

9.2. Below evaluation criteria will be used for the technical and financial evaluation of the bids.

9.2.1. Technical Evaluation (70% Weightage)

Criteria	Description	Weight
Fleet Capacity & Availability	Number, type, and condition of vehicles offered in conformance with the tender	20%
Compliance with Tender Specs	Clause for adherence to tender document requirements: Vehicle type, capacity, fixed & variable rates for destinations, loading & unloading	20%
Experience & Past Performance	Proof of similar contracts, references, reliability record	15%
Operational Capability	Tracking system, driver availability, emergency response (e.g., urgent availability of vehicle, breakdown repair within 5–6 hrs)	15%

9.2.2. Financial Evaluation (30% Weightage)

- Rate Competitiveness: Fixed & variable/km rates compared across bidders
- Tax Compliance: Prices inclusive of applicable taxes
- Payment Terms Acceptance: No advance, acceptance of post-delivery payment

9.2.3. Scoring & Decision

- Technical score $\geq 70\%$ required to qualify for financial evaluation
- Combined score = Technical (70%) + Financial (30%)

9.3. Financial proposals of only technical qualified bidders would be opened. The date and time of opening shall be communicated after the evaluation of technical bids. Financial bids of technically rejected bidders shall be returned to them unopened.

9.5. For proper scrutiny, evaluation, and comparison of offers, the SRSO may, at its discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

10. Payment Schedule:

10.1. No Advance will be allowed in any case.

10.2. Payment will be made after the complete and satisfactory delivery/acceptance of the Solar Kits to the designated delivery site/destinations within 1-2 weeks through online bank transfers.

10.3. Applicable taxes will be deducted from all the invoices as per the prescribed law of Govt. of Pakistan. Tax challan will be provided within 3-4 weeks of the payment.

11. Paying Authority

The payments as per the Payment Schedule covered hereinabove shall be paid by SRSO.

The following Documents are to be submitted for Payment:

- a) Commercial Bill
- b) GST Invoice
- c) Duly acknowledged Delivery Challan

12. Delivery Schedule

12.1. The Bidder must undertake to deliver the Solar Kits ordered to the location/office as mentioned above, within the time offered in the bids.

Complete delivery details will be provided at the time of order. However, the Delivery schedule may be changed under special circumstances at the discretion of the SRSO.

13. Warranty & Maintenance

If the vehicle breaks down while travelling, the repair work should be completed within 5-6 hours. Otherwise, the penalty will be imposed on transporter.

Any losses sustained during transportation from point of loading to the final destination will be liable to pay by the transportation company.

14. Penalty on Liquidated Damages for delayed supply

In case the delivery is delayed beyond the stipulated date of delivery, Liquidated damage for late delivery 0.5% of the order value for each hour of delay or part thereof would be imposed, subject to a maximum of 10% if the delay is for 2 days or more. The penalty for late delivery will be deducted from the bill amount.

15. Bid Currency

All prices shall be expressed in Pakistani Rupees only.

16. Cost of Bidding

The bidder shall bear all the costs associated with the preparation and submission of bids and SRSO will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

17. Bidding Document

The bidder is expected to examine all instructions, forms, Terms and Conditions, and specifications in the Bidding Document. Submission of a bid not responsive to the Bidding Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bid.

18. Deadline for Submission of Bids

Bids must be received by the SRSO at the address specified in the Bid Document not later than the specified date and time specified in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the SRSO, the bids will be received up to the appointed time on the next working day. SRSO may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

19. Confidentiality Statement

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

20. General Terms & Conditions

20.1. The SRSO **does not bind** itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of the purchase order without assigning any reasons whatsoever.

20.2. SRSO has the right to split the order into two or more bidders depending upon the rates being shortlisted.

20.3. The SRSO reserves the right to resort to re-tendering without providing any reason whatsoever. The SRSO shall not incur any liability on account of such rejection.

20.4. The SRSO reserves the right to modify any terms, conditions, quantity, or specifications for the submission of an offer and to obtain revised Bids from the bidders due to such changes, if any.

20.5. Canvassing of any kind will be a disqualification and the SRSO may decide to cancel the bidder from its empanelment.

20.6. Bidder code of conduct is attached for required compliance as **Annex C**.

21. Rejection of the Bid

The Bid is liable to be rejected if:

- The document doesn't bear the signature of the authorized person.
- It is received through Telegram/Fax/E-mail.
- If the bid is submitted without or less or not in the required type of bid security deposit.
- It is received after the expiry date and time stipulated for Bid submission.
- Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this tender document, are liable for rejection by the SRSO.

22. Modifications and Withdrawal of Bids

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

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

23. Bid Opening and Evaluation

- The SRSO will open the bids, in the presence of the Bidder's representative(s) who choose/are authorized to attend, at the time and date mentioned in the Bid document at the address mentioned in the bidding details.
- The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for the SRSO, the bids will be opened at the appointed time and place on the next working days.
- Bidders satisfying the technical requirements as determined by the SRSO and accepting the
- Terms and Conditions of this document shall be short-listed.
- The decision of the SRSO in this regard shall be final and binding on the bidders.
- The contract will be awarded only to the successful responsive bidder.
- SRSO reserves the right to negotiate with the Second, third bidder, etc. if the successful bidder is not able to supply the deliverables and his bid security will be forfeited.

24. Clarifications of Bids

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

25. SRSO's Right to Accept or Reject Any Bid or All Bids

The SRSO reserves the right to accept or reject any bid, annul the bidding process, and reject all bids at any time prior to the award of the contract, without thereby incurring

any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Purchaser's action.

26. Governing Laws and Disputes

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

27. Placement of Order and Acceptance

The bidder shall give the acceptance of the order placed on it within 3 days from the date of the order, failing which, the Purchaser shall have the right to cancel the order.

28. Authorized Signatory

The bidder should indicate the authorized officials from their organization who can discuss, correspond, sign agreements/contracts, raise invoices, accept payments, and correspond. The bidders should furnish proof of the signature of the authorized personnel for the above purposes as required by the SRSO.

29. Appeals

Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to SRSO at pc.procurement@srso.org.pk

Annex A**Financial Bid**

Sr	Vehicle Type	Fixed Rate daily	Variable Rate/KM (Average x fuel rate)	Loading/Offloading
1	40 ft Container			
2	20 ft Container			
3	Mazda / Medium Truck			
4	Shehzore / Mini Truck			

Undertaking/Declaration of Eligibility

(SHOULD BE SUBMITTED ON RS.100- STAMP PAPER DULLY ATTESTED BY NOTARY PUBLIC)

In response to your Tender# SRSO/Tender/SRSO/PU/25-26/00, I/We, the undersigned, hereby declare that:

- Our bid is valid for a period of 90 days from the last date for the submission.
- We agree to adhere to all the terms and conditions given in the tender documents of the SRSO and other documents as provided in the tender documents.
- We confirm that we are not engaged in any corrupt, fraudulent, collusive, or coercive practices and acknowledge that if evidence contrary to this exists, SRSO reserves the right to reject our bid or terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, and have not the subject of proceedings concerning those matters or are in any analogous arising from the procedure provided for in national legislation or regulations.
- We have not been convicted of an offense concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means that the SRSO can justify.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country where the contract is to be performed.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organizations, or any other illegal activity detrimental to Pakistani Law.
- I/We as a sole proprietorship, authorized dealers, Association of Persons (AOP), partnership firms, private or public limited companies, or others do not have any kind of relationship with the SRSO Staff; and if later this statement is not found in conformity with reality i.e., the relationship is found, I would stand liable to SRSO as per the rules mentioned in the tender documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with a prior relationship to project or family or business relationship to parties in SRSO).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi-Government department, NGO, or any other company/organization.
- Have no relation, direct or indirect, with proscribed individuals/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCRR, NACTA, European Union, and others.
- Have not been reported for/under litigation for child abuse.

Full official Name: _____

CNIC No: _____

Name of Company: _____

Signature: _____

Company Stamp: _____

Annex C

Code of Conduct and Ethics

(Non-Employee, consultants, vendors, and third parties)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a consultant/Vendor professional objective is to assist SRSO to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization, or any element of government.

As a consultant/vendor requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/vendors have pledged to abide by the SRSO's Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession. *All individuals (non-employees) contracted or functionally related to SRSO, including executing entities and third-party vendors: -*

1. Will serve SRSO with integrity, competence, objectivity, independence, and professionalism.
2. Will only accept agreements that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the agreement.
3. Before accepting any agreement will establish with SRSO realistic expectations of the objectives, scope, expected benefits, work plan, and fee structure of the agreement.
4. Will treat all confidential SRSO information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the SRSO's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to SRSO immediately any circumstances or interests that they believe may influence their work, judgment, or objectivity.
6. Will not contact SRSO during any pre-solicitation or evaluation phase in which participated, unless SRSO contacts for any information.
7. Will offer to withdraw from the agreement when they believe their objectivity or integrity may be impaired.
8. Will inform SRSO immediately if there is any change in contact person, email, address, directors, the release of any of his/her employees, or any such information which could be necessary for SRSO record.
9. Will represent the profession with integrity and professionalism in their relations with SRSO, colleagues, and the general public.
10. Will report to appropriate authorities within or external to the SRSO organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during an agreement.
11. Will not offer commissions, gifts, bribes, remuneration, or other benefits from himself or from a third party in connection with any agreement to SRSO and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of SRSO with respect and courtesy in accordance with applicable international and national conventions and standards of behavior.

14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers.

15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,

16. Shall not harass, discriminate, or retaliate against any other consultant/vendor or any member of society.

17. Shall make themselves available and fully participate in all administrative inquiries with complete honesty.

18. No SRSO employees shall solicit anything of value from a citizen or business for services that the SRSO is expected to provide.

19. Shall not remove SRSO property from its assigned place for personal use. Defacing or destroying SRSO property is vandalism and should be dealt with strictly.

20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation, or social status to influence professional behavior or advice.

21. Will be respectful of those whose well-being may be contingent. Will diligently apply objective judgment to all consulting agreements, based on the best information available. Will conduct independent research and analysis where possible and will consult with colleagues and others who can help inform the judgment.

22. Will not use any services, goods, materials, technology, and/or equipment provided by or paid for by SRSO for illegal, inappropriate, or otherwise, disruptive activities, or in support of such activities.

23. Shall not place or display non-official notices on SRSO premises without prior written approval from the appropriate authority.

24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on SRSO premises.

25. Shall strictly follow the SRSO's workplace policies while on any SRSO premises.

This Code of Conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, or legally compromise the employees or SRSO interests. In this regard, SRSO expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third-party vendors, etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

Bid submission letter format

Date: _____
SRSO/Tender/PU/2025-26/003

To:
Manager-Procurement
Sindh Rural Support Organization
SRSO Complex,
Main Shikarpur Road Sukkur
Tel: 071-56271820

Dear Sir:

Having examined the bidding documents including Tender NO. SRSO/Tender/SRSO/PU/2025-26/003, receipt of which is hereby duly acknowledged, we, the undersigned, offer to services for Transportation. Services in conformity with the said bidding documents for the sum of or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

Until a formal Contract is prepared and executed, this Bid, together with written acceptance thereof and notification of award, shall constitute a binding Contract between us.

We understand that SRSO is not bound to accept the lowest or any bid SRSO may receive. We certify/confirm that we comply with the eligibility requirements as per the bidding documents.

Dated this day of 20xx.

[Signature & Stamp]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of