



BIDDING DOCUMENTS

FRAMEWORK CONTRACT FY 2024-25

HIRING OF VEHICLE

**MIR CHAKAR KHAN RIND
UNIVERSITY OF
TECHNOLOGY DERA GHAZI
KHAN**

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MIR CHAKAR KHAN RIND UNIVERSITY OF
TECHNOLOGY D.G.KHAN

CORRIGENDUM FOR HIRING OF VEHICLE

The above mentioned advertisement for Hiring of Vehicle appeared on 30 May 2024 on the PPRA and University Website and bids were invited on 14th June 2024. The corrigendum is published with following amendments and the other terms and conditions shall remain the same:

- 1. Bid Security is PKR. 1140,000/-**
- 2. The date of submission and opening of the bid are hereby amended as under:**

Description	Last date for Purchase of Bidding Documents (During Office Hours)	Last Date and Time for Submission of Bid	Date and Time of Opening of Bids (Technical Offer)	Bid Security (PKR)
Hiring of Vehicle	25-06-2024 till 10:00 AM	25-06-2024 till 11:00 AM	25-06-2024 at 11:30 AM	PKR 1,140,000/-

- The Procuring Agency will follow the Punjab Procurement Rules, 2014 amended up-to-date in selection / rejection of bids.
- MCUT D.G.KHAN, will not be responsible for any cost(s) or expense(s) incurred by the bidders in connection with preparation or delivery of their bids.
- Interested firm(s) can purchase the Biding Documents after payment of Rs. 1000/- (non-refundable and non-adjustable) from the office of undersigned on any working day during office hours as per above mentioned schedule.
- Updated Bid Documents are also available on PPRA website (www.ppra.punjab.gov.pk) until the closing date for the submission of bids.
- No bid shall be accepted after due date, time and without depositing tender fee Rs. 1000/-
- Bidding shall be conducted through Open Competitive Bidding. **Single Stage Two Envelope** procedure, as specified in **Rule 38 (2) (a) of the Punjab Procurement Rules-2014** (amended to date), will be adopted and the process will be open for all bidders as defined in the bidding document.
- Bids not fulfilling minimum requirements as stipulated in the bidding documents shall be declared non-responsive.
- During the technical evaluation no amendments in the technical proposal shall be permitted.
- Financial Proposals of such non-responsive / disqualified bidders shall be returned un-opened.
- The bidders are required to give their best and final prices (inclusive of all applicable taxes), as no negotiations are expected.
- In case, the Bid proceedings cannot be done on the scheduled date, it will be re-scheduled and communicated to the bidders.
- Vehicle offered must be of the best quality conforming to the evaluation criteria mentioned in the bidding documents.
- Incomplete, conditional and bids without specified Bid Security shall not be considered.
- Bid Security shall be submitted by the bidder in favor of **Treasurer, MCKRUT D.G.KHAN**, in the form of CDR / Bank Draft / Pay Order issued from any scheduled bank working in Pakistan.

**TRANSPORT OFFICER MIR CHAKAR KHAN
RIND UNIVERSITY OF TECHNOLOGY
D.G.KHAN Contact Detail: # 0333-8393937**

02- INSTRUCTIONS TO BIDDERS

- 2.1 All bids must be accompanied by Bid Security calculated as per provisions of Rule-27 of PPRA Rules, 2014, in favor of “**TRANSPORT OFFICER MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN**”. The complete bids must be delivered into the Tender Box, placed in the **MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN**, not later than **11:00 AM** on the last date of submission of bids i.e. **25-06-2024**. The bids shall be publically opened in the presence of bidders or their authorized representatives, in the Committee Room of **MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN**, at 11:30 AM on the same day.
- 2.2 The bidder shall submit bids which comply with the Bidding Document. Altered / amended / modified bids shall not be considered. The attention of bidders is drawn to the provisions of this bid document clause regarding “**Determination of Responsiveness of Bid**” and “**Rejection / Acceptance of the Tender**” for making their bids substantially responsive to the requirements of the Bidding Document.
- 2.3 It will be the responsibility of the bidder that all factors would have been investigated and considered while submitting the bid and no claim will be entertained by the **Procuring Agency** whatsoever such as those of financial adjustments to the contract awarded under this Bid Process. Neither any schedule nor financial adjustments arising thereof shall be permitted on account of failure by the bidder.
- 2.4 The bidder shall be deemed to have fully satisfied him/herself before bid as to the correctness and sufficiency of the bids for the contract and price/cost quoted in the bid to cover all obligations under this Bid Process.
- 2.5 It must be clearly understood that the **Terms and Conditions and Specifications** are intended to be strictly enforced. No escalation of cost except arising from the increase in numbers of vehicle by the bidder on the demand and approval of the **Procuring Agency** will be permitted throughout the completion of the contract.

- 2.6 The bidder should be fully and completely responsible if:
- a) The bid is received after the time and date fixed for its receipt;
 - b) The tender documents are unsigned;
 - c) The offer is ambiguous;
 - d) The offer is conditional;
 - e) The offer is from a firm black-listed or suspended with Punjab Govt.;
 - f) The offer is received by telegram;
 - g) Offer received with shorter validity than required in tender enquiry; and
 - h) The offer is not conforming to specification indicated in the tender enquiry.
- 2.7 The **Procuring Agency** will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

2.8 SPECIAL INSTRUCTIONS

- a. The Bidder will supply the services within stipulated period mentioned in the contract.
- b. The Bidder shall quote their final rates both in words as well as in figures clearly indicating rates with Income Tax, Professional Tax, General / Punjab Sales Tax (GST/PST) or any other Tax if applicable.
- c. Offers with any over-writing / hand written offer shall in no circumstances be accepted.
- d. The MCUT D.G.KHAN will also provide the car wash / service facility to the vehicle on need basis however at least once in the month.
- e. The procurement of **Services** shall be governed under the Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of Punjab.
- f. The bidder / bidders will supply the services within the stipulated period mentioned in the contract.
- g. Tenders / bids should be addressed to TRANSPORT OFFICER MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN.
- h. The Bidder shall be responsible for the repair & maintenance of all vehicle provided under this contract.
- i. In case of theft, snatching, accident or any incident and resulting total loss to the vehicle, the bidder will take the complete / full responsibility. He himself will deal with the insurance company, if any, for documentation, depreciation, and final claim settlement at his own level without involving

MCUT D.G.KHAN.

- j. Vehicle will be placed / remained at the disposal of VICE CHANCELLOR, MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN 24/7 throughout the contract period.
- k. After award letter, contractor will provide the Clearance Certificate of vehicle deployed in MCUT D.G.KHAN recently issued by Punjab Police Khidmat Markaz (or 15).
- l. If the vehicle takes more than one-day for repair, then contractor will provide substitute similar vehicle on urgent basis at same point without any delay. No extra charges shall be paid / demanded in this regard.
- m. Firm will have to provide vehicle as per time frame mentioned in the award letter.
- n. The MCUT D.G.KHAN shall bear the cost for fuel, lubricants, filters, and tyre-puncture etc. for the hired vehicle.
- o. Registration status of NTN and PNTN must be active for the bidders.
- p. The successful bidder should supply the vehicle at the office of TRANSPORT OFFICER MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN for inspection as per time frame mentioned in the award letter.
- q. The bidders will be responsible for the free replacement of vehicle, if the same is found to be substandard and or at variance with the specification given in the tender enquiry at any stage.
- r. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders / bids shall be entertained.
- s. Any erasing / cutting / crossing etc. appearing in the offer must be properly signed by the person, signing the tender / bid.
- t. In case, the firm fails to execute the contract / Terms & Conditions laid down in the tender / bid document, bid security will be forfeited and penalty @ double of per day cost will be imposed.
- u. Payment will be made through cheque (crossed or issued by Accounts Office) to the Firm after 100% provision of satisfactory services every quarter. No payment will be made in advance.
- v. If any contract dispute arises, the Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the Contract. If, after ten (10) days from the commencement of such informal

negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.

In case of any dispute, concerning the interpretation and / or application of this Contract, it shall be settled through arbitration. The VICE CHANCELLOR, MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN shall act as sole ARBITRATOR. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.

- w. The Procuring Agency reserves the right to increase /decrease the number of vehicle & number of hiring months at any stage during the contract. The Supplier should be bound to provide the services accordingly. The contract is liable to be extended for three months beyond the contract period on same terms & conditions.
- x. The Procuring Agency may terminate the contract on violation of terms and conditions by giving one month notice and make the total payment of all outstanding bills of the company, before termination of contract.

03- PREPARATION / SUBMISSION OF TENDER

- i. The Tender and all documents relating to the Tender, exchanged between the Bidder / bidders and the Procuring Agency, shall be in English. Any printed literature furnished by the Bidder / bidders in any other language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.
- ii. The Tender / Bid shall be filled in / accompanied by the prescribed Annexure(s) which shall be completely filled in, stamped and signed by the Bidder / bidders or his Authorized Representative.
- iii. The bidder shall seal the Bid in one inner envelope and one outer envelope and marked in bold and legible letters **TECHNICAL** and **FINANCIAL BID**.

04- PROPOSAL FORMAT

Proposal Format shall comprise the following:

- i. Covering letter duly signed and stamped by Bidder / bidders or Authorized Representative.
- ii. Tender documents including all annexures shall be duly filled, signed and stamped.
- iii. Undertaking regarding blacklisting and integrity pact.
- iv. Certificate of Company / Firm Registration / Incorporation under the laws of Pakistan.
- v. Technical Brochures / Literature (If any).
- vi. Valid Registration Certificate issued by Tax authorities like Income Tax and PRA.
- vii. Bid security Rs.1,140,000/- as mentioned in the Tender/Bid document.

05- BID VALIDITY

The bids shall have a minimum validity period of 60-days from the last date for submission of the Tender / Bid. The Procuring Agency may solicit the Bidder / Bidder's consent to extend the validity period of the Tender / Bid. The request and the response thereto shall be made in writing. If the Bidder / bidders agree to extend the validity period of the Tender / Bid, the validity period of the Bid Security shall also be suitably extended. The Bidder / bidders may refuse an extension of the validity period of the Tender / Bid, without forfeiting the bid security.

06- CLARIFICATION OF THE TENDER / BID

The Procuring Agency shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender / Bid, from any or all the Bidder / bidders(s). Acceptance of any such correction is the sole discretion of the Procuring Agency.

07- AWARD CRITERIA

The eligible bidder / bidders fulfilling the qualification and technical evaluation criteria will be evaluated in the light of all pre-conditions, necessary requisites, and shall be selected on total lowest price quoted as per laws / rules and fulfilling all codal formalities.

08- BID SECURITY

- 8.1 The bid security may be forfeited subject to the following:
- (a) If a bidder withdraws his bid during the bidding process or before announcement of evaluation report.
 - (b) In case a Successful Bidder fails to sign the contract following the financial bid.
- 8.2 The Bid Security shall be forfeited on occurrence of any / all of the following conditions:
- i. If the Bidder commits a default under the Contract.
 - ii. If the Bidder fails to fulfill the obligations under the Contract.
 - iii. If the Bidder violates any of the terms and conditions of the Contract.

09- METHOD OF PROCUREMENT

Single Stage – Two Envelopes: procedure provided in the Rule 38 (2)(a) of Punjab Procurement Rules, 2014 will be adopted.

Separate envelopes (technical envelope and financial envelope) required to be submitted by the contractor.

10- REJECTION / ACCEPTANCE OF THE BID

- a. The Procuring agency shall have the right, at his exclusive discretion, to increase / decrease the number of vehicle without any change in unit prices or other terms and conditions, at the time of order placement. The Procuring Agency may reject all bids or proposals at any time before the acceptance of a bid or proposal. The Procuring Agency shall upon request, may communicate any bidder, the grounds for rejection of all bids or proposals, but shall not be required to justify those grounds by invoking Rule 35 (1) of PPR, 2014. However, bidders shall be promptly informed about the rejection of the bids, if any.
- b. The Tender shall be rejected if:
 - i. It is submitted in other than prescribed Annexure to this tender / bid document;
 - ii. It is incomplete, ambiguous, conditional, alternative, late;
 - iii. The relevant bid security is not submitted;
 - iv. Offer received with shorter validity than required in the tender enquiry.
 - v. The bidder / bidders tries to influence the Tender evaluation committee during evaluation;
 - vi. The Bidder / bidders engage in corrupt or fraudulent practices in competing for the contract award;
 - vii. The Bidder / bidders fails to meet all the requirements of Tender eligibility / Qualification Criteria;
 - viii. The Bidder/bidders fail to meet the evaluation criteria requirements;
 - ix. The bidder/bidders has been blacklisted by any public sector organization;
 - x. The bidder/bidders has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide

satisfactory services;

- xi. The bidder/bidders mentions any financial implication(s) in the proposal that is in contradiction to this bid document and Government rules/regulations;
- xii. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid;
- xiii. The Bidder/bidders/Bidder submits any financial conditions as part of its bid which are not in conformity with tender document;
- xiv. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification, and eligibility related requirements;
- xv. Registration status issued by FBR (NTN) and PRA (PNTN) should be active.

TECHNICAL CRITERIA

Table-C

Sr. No.	Vehicle(s) Description	Technical Specification (filled by bidder)
1.	1300cc Car or equivalent (Manual / Automatic) Model 2022 or above	
2.		
3.		

12- TENDER SCOPE / DETAIL OF SERVICES REQUIRED

Total Estimated Cost of Tender:

Bid Security:

Sr.No.	Vehicle(s) Description	Period of hiring (Month)	Qty	Monthly Rent per Unit (inclusive all taxes)	Total Rent per month (inclusive all taxes)
1.	1300cc Car or equivalent (Manual / Automatic) Model 2022 or above	06-Months	01		
2.					
3.					
Grand Total in Pak Rupees					

Note:

Procuring Agency can change number of vehicle and period of hiring (months) at any time.

13- AFFIDAVIT CERTIFICATE

(Must be provided on Stamp Paper)

1. I / We M/S agree to abide by all instructions and conditions as laid down in tender documents.
2. I / We understand that you are not bound to any bid you may receive, not to justify for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
3. I / We understand that Procuring Agency is not bound to issue supply order of vehicle required or any item keeping in view the budget available with it.
4. I / We undertake, if our proposal is accepted, to provide the Services mentioned in the Contract within the time frame specified, starting from the date of receipt of notification of award from the Procuring Agency.
5. I / We solemnly declare that we are not suspended; blacklisted / defaulter of any Public / Government Institution.
6. In case of violation of any term and conditions, our bid security / call deposit can be forfeited.
7. I / We also hereby categorically confirm that the services offered by us are exactly of the same particulars and specifications as laid down in your Bidding Documents, in all respects.
8. It is certified that the prices quoted vide this Tender is not more than the prices charged from any other Procuring Agency in the country or Prevailing Market Rates and case of any discrepancy, I / We hereby undertake to refund the price charged in excess.
9. I / We accept that if the required bid security is not furnished or our offer is found lacking in any of the requirement of your tender document, my / our bid can be rejected.
10. I / We hereby confirm to strictly adhere to the delivery period required in the Tender document.
11. Liquidated Damage: If I / We, the Bidder, fail to adhere to delivery schedule and intend to seek extension thereof, it will be the sole discretion of the **Procuring Agency** either grants or refuses the requested extension in the delivery period.
12. It is certified that I / We will be liable to supply services as per the specifications of the **Procuring Agency**. In case of similar specifications offered are variant to the specification required in the Tender / Bid document, the said variations shall explicitly be identified / mentioned in the offer. **Procuring Agency** has the right to accept / reject the said offered items. However, services offered, of specifications superior to those specified in the Tender document will be acceptable.

Name: _____

Authorized Signature: _____

Firm: _____

(Authorized official Stamp) _____

Address and Contact No: _____

Date: _____ / _____ /2024

14- PRICE SCHEDULE / FINANCIAL BID SAMPLE

Sr. No.	Description	Months	Qty	Unit rent per Month	Total rent in figure	Total rent in words
1.	1300cc Car or equivalent (Manual /Automatic) Model 2022 or above	06-Months	01			
2.						
3.						
Grand Total Price in Pak Rupees (including all taxes,duties, fees etc.):						

1. The bidder / Bidders is required to complete the price schedule carefully and in case of any discrepancy or multiple prices, the bid shall not be considered.
2. In case of discrepancy between the unit price and total, the unit price shall prevail.
3. All prices must be included with all prevailing taxes, fees, duties etc.
4. The bidder is required to fill-up this Performa and submit with the bid. No alternative or other than this Performa shall be acceptable.
5. Bidder is required to fulfill the entire Performa. Incomplete or blank Performa shall not be considered and liable to be rejected.
6. The total cost shall be considered for the lowest evaluation.

Grand total in words: _____

(Signature of authorized person)

Name: _____

Stamp: _____

Date: _____

15- BID FORM

Date: _____

No: _____

To,

The Transport Officer,
Mir Chakar Khan Rind
University of Technology Dera
Ghazi Khan.

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to supply and deliver the services of security in conformity with the said bidding documents for the sum of **[total bid amount in words and figures]** or such other sums as may be ascertained following the Schedule of Prices attached herewith and made part of this Bid.

2. I/We undertake, if our bid is accepted, to deliver the services following the delivery schedule specified in Acceptance letter.

3. I/We agree to abide by this Bid for 60-days from the date fixed for Bid opening and it shall remain binding upon me/us and may be accepted at any time before the expiry of that period.

5. 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.

(Signature of Bidder or his authorized representative)

16- CONTRACT FORM

This framework contract will be commenced from 01-07-2024, made between the **TRANSPORT OFFICER MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN** (hereinafter referred to as the “**Procuring Agency**”) and **M/s_____**, (hereinafter called the “**Supplier**”). WHEREAS the Procuring Agency invited bids for “**Hiring of Vehicle, MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN**”, where M/s_____being the Contractor/Supplier in Pakistan offered to supply the required vehicle (s); and Whereas the Procuring Agency has accepted the bid by the Supplier for the supply of rental vehicle during financial year 2024-25 as detailed out in the price schedule form submitted by the bidder.

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General/ Special Conditions of this Contract hereinafter referred to as “Contract”:
2. The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:
 - a) Price Schedule submitted by the bidder.
 - b) Technical Specifications.
 - c) General Conditions of Contract.
 - d) Procuring Agency’s Award of Contract.
 - e) Bidding Documents.
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Services, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. The Supplier 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 Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of Punjab) through any corrupt business practice.

6. The Supplier 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 Procuring Agency under any law, Contract or other instrument, be voidable at the option of Procuring Agency.
7. Notwithstanding any rights and remedies exercised by Procuring Agency in this regard, the Supplier agrees to be indemnified by the Procuring Agency for any loss or damage incurred by it on account of its corrupt business practices.
8. If any contract dispute arises, the Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the Contract. If, after ten (10) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.
In case of any dispute, concerning the interpretation and / or application of this Contract, it shall be settled through arbitration. The VICE CHANCELLOR, MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN shall act as sole ARBITRATOR. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
9. If the firms provide substandard vehicle and fail to provide the vehicle as per specification laid down in the Technical Specification Form / Tender Enquiry, the procuring agency shall be entitled to make other arrangement at the risk / expense of the Contractor / Supplier Firm, the price difference shall be paid by the Firm.
10. The supplier shall ensure provision of rental vehicle immediately to the end users as per demand from MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN. In case of non-supply of vehicle on the said period, Transport Officer concerned shall be authorized to hire the same at the risk and cost of supplier without any notice.
11. No substitute vehicle shall be accepted.
12. Partial supply shall not be accepted.

13. Quality/quantity of supplied vehicle will be checked by Transport Officer or his representative.
14. If the hired vehicle is not according to the specification / demand, the vehicle shall not be accepted. In case of dispute, the decision of VICE CHANCELLOR, MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN shall be final and no appeal could be lodged against it in any court of law or other institution.
15. The contractor shall provide free delivery of hired vehicle to consignee at the concerned MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN.
16. The supplier shall submit bills to the procuring agency and payment will be made as per rules after completion of all codal formalities.
17. In case of breach of terms & conditions of contract agreement security of the supplier shall be forfeited.
18. The contract can be terminated by the MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN by a notice of Thirty (30) days whereas the contract may be terminated by Service Provider by a notice of Sixty (60) days.
19. This contract agreement shall remain valid till 30th Dec, 2024 (Extendable for further three months under same terms and conditions).

Name: _____

NIC # _____

Signature & Stamp _____

Address: _____

Dated _____, 2024

Transport Officer MCUT D.G.KHAN