Standard Bidding Document

PROVISION OF RENTAL VEHICLES SERVICES
(Non-Consultancy Services)

National

Single Stage-One Envelope

September 29, 2026

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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Digital Economy Enhancement project (DEEP) (Digital Economy Enhancement Program (DEEP))** has reserved Funds for the procurement planned for FY **2026-27**. The **Digital Economy Enhancement project (DEEP) (Digital Economy Enhancement Program (DEEP))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**PROVISION OF RENTAL VEHICLES SERVICES**" with the reference of **"P138297"**

2. The **Digital Economy Enhancement project (DEEP) (Digital Economy Enhancement Program (DEEP))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-One Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)**Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order** or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/138297**.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Thursday, October 15, 2026 03:00 PM**. E-bids will be opened on the same day at **Thursday, October 15, 2026 03:30 PM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new

version of **EPADS v2.0,** may register themselves on https://vendors.epads.gov.pk/. A tutorial to explain the registration process is available at https://www.youtube.com/watch?v=MNW6T38v7tc

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-One Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. **Fraudualent & Corrupt Practices**

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. **Eligible Bidders**

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severely liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. **Contents of Standard Bidding Document**

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid
Section II Instructions to Bidders (ITB)
Section III Bid Data Sheet (BDS)
Section IV Eligible Countries
Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section VI Bidding Forms
Section VII Fraudaulent & Corrupt Practices
Section VIII – Material & Non-material deviation
Section IX General Conditions of Contract (GCC)
Section X Special Conditions of Contract (SCC)
Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider’s risk and may result in the rejection of his bids.

7. **Clarifications**

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.
No change in the prices or substance of the bid shall be sought, offered, or permitted.
The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

7.6.1. evaluation & qualification criteria;

7.6.2. required scope of work or specifications;

7.6.3. all securities requirements;

7.6.4. tax requirements;

7.6.5. terms and conditions of bidding documents; and

7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. **Amendment of Bidding documents**

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. **Documents Establishing Eligibility and Qualification of the Bidder**

11.1. Pursuant to BDS, the bidder shall furnish, as part of itsbid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. **Form of Bid**

12.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

13. **Bids Prices**

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.**

15. **Bids Currencies**

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. **Bid Validity Period**

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. **Bid Security or Bid Securing Declaration**

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

18. **Alternative Bids by Bidders**

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. **Withdrawal, Substitution, and Modification of Bids**

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. **Format and Signing of Bids**

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004,
The Procuring Agencyis required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids inaccordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who

choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. **Confidentiality**

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. **Preliminary Examination of Bids**

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. **Examination of Terms and Conditions, Technical Evaluation**

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS,** to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed inthe bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with BDS**,** it shall reject the bids.

27. **Correction of Errors**

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. 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 shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. **Conversion to Single Currency**

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. **Evaluation of Bids**

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6;**

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS.**

30. **Determination of Most Advantageous Bids**

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. **Abnormally Low Financial Bids**

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency –

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. **Rejection of Bids**

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. **Single Responsive Bid**

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. **Arbitration**

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. **Criteria of Award**

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. **Procuring Agency's Right to reject All Bids**

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. **Notification of Award**

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. **Signing of Contract**

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. **Performance Guarantee**

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. **Corrupt & Fraudulent Practices**

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. **Constitution of Grievance Redressal**

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. **GRC Procedure**

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.

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Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **Digital Economy Enhancement project (DEEP) (Digital Economy Enhancement Program (DEEP))**

The subject of procurement is: **PROVISION OF RENTAL VEHICLES SERVICES**

Expected commencement date: **Monday, November 2, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P138297**

BDS Clause Number 3

JV/Consortium or Association Allowed: **Yes**
Number of JV/Consortium Members: **2**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date:
Pre-Bid Meeting: Wednesday, October 7, 2026 01:00 PM
Venue: 2nd Floor, Telecom Foundation Building, Mauve Area, Sector G-9

BDS Clause Number 5

Any addendum, in case issued, shall be published on **Digital Economy Enhancement project (DEEP) (Digital Economy Enhancement Program (DEEP))** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid: No

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **90 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
The Bid Security shall be in the form of: **Pay Order**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for 90+28 = 118 days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

2nd Floor, Telecom Foundation Building, Mauve Area, Sector G-9, Islamabad Capital Territory

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Thursday, October 15, 2026 03:00 PM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Thursday***

Date: ***Thursday, October 15, 2026***

Time *:* ***03:30 PM***

BDS Clause Number 19

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **0%**.

The Performance Guarantee shall be acceptable in the form of: **Nil**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievence against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	Punjab (PRA)
	SECP

Eligibility Criteria	Document
1 Valid Certificate of Incorporation from relevant authority/ Registration issued by the Securities and Exchange Commission of Pakistan (SECP), where applicable 2 Valid NTN/GST regidtrsyion Certificate 3 The Bidder/service provider shall provide an undertaking non blacklisting by any Government/Semi-Government institutions. 4 Minimum five (05) years' experience in vehicle rental services5 Declaration that the bidder/service provider possesses adequate fleet capacity	Yes
Bid Security of PKR 200,000/-. Declaration that the bidder/service provider possesses adequate fleet capacity and operational capability to meet the client requirements (Form E)	Yes

Evaluation Criteria

Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation %
100

Technical Marks	60
Passing Marks	**42**
Technical Evaluation Criteria	
Relevant Experience in Vehicle Services (Refer Form A) • 10+years or more=10 Marks; • 8 to 10 years= 07 Marks; • 5 to 7 years= 05 Marks (Quantitative)(Doc Required)	10
Client Portfolio & Similar Assignments (Refer Form B) • 10 or more completed/ongoing contracts = 20 Marks; • 07 to 09 contracts = 15 Marks; • 04 to 06 contracts = 10 Mark. Clients should provide the documentary proof supported by the Contract/ PO/ client satisfactory certificate for the previous clients include Corporate Sector entities, Public Sector Entities, MNCs, Embassies, INGOs, Development Sector Partners, International Donor Agencies, or Banking sector, etc. (Quantitative)(Doc Required)	20
Nationwide Presence & Infrastructure (Refer Form C) Office in Islamabad/Rawalpindi/Lahore = 5 Marks; Presence Provincial Capitals= 4 Marks (1 mark for each province); Offices in any other city = 1 Mark. (Quantitative)(Doc Required)	10
Financial Strength & Stability (Refer Form D) Audited Financial Statements for the last three financial years = 2 Marks; Positive Net Worth as evidenced by the latest audited financial statements = 3 Marks. (Quantitative)(Doc Required)	5

Fleet Strength & Availability with Green Fleet (Refer Form E) The bidder/service provider shall provide the details of minimum 05 Fleet / vehicles details strength available (2 marks for each) ; • Fleet 1000CC Vehicles (hatchback) • Fleet 1200CC to 1500 CC (Sedan/ SUV) • Fleet 1600CC to 2000CC (Sedan/ SUV) • Fleet 2700CC – 4000CC Vehicles • Fleet HiAce & Coaster. (Quantitative)	10
Technology & Fleet Monitoring System (Refer Form F) Fleet with 100% GPS Tracking System = 2 Marks; Drivers equipped with Google Maps / Navigation Capability= 1 Marks (Quantitative)(Doc Required)	3
Quality, Safety & Environmental/ISO Certifications (Refer Form G) Maximum two (02) active certifications shall be considered. Each valid certification carries one (01) mark. (Quantitative)(Doc Required)	2

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Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
1000 CC	**Address:** 2nd Floor, Telecom Foundation Building, Mauve Area, Sector G-9, Islamabad Capital Territory **Schedule:** 27 Days **Quantity:** 1/month	1/month	27000 PKR
1300-1450cc	**Address:** 2nd Floor, Telecom Foundation Building, Mauve Area, Sector G-9, Islamabad Capital Territory **Schedule:** 27 Days **Quantity:** 2/month	2/month	120000 PKR
1800	**Address:** 2nd Floor, Telecom Foundation Building, Mauve Area, Sector G-9, Islamabad Capital Territory **Schedule:** 27 Days **Quantity:** 1/month	1/month	52800 PKR

Related Services :

Yes

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Services Specifications

Positions Without Lots :

Position: 1000 CC

Specifications / Requirements:

1000cc Qty:01 • Engine Capacity: 1000cc • Model Year: 2025 and upwards • Clean, well-maintained, roadworthy, and mechanically sound • Fully functional air-conditioning and heating system • Airbags and seat belts for all occupants • Neat, smoke-free, and Oduor-free interior • Equipped with spare wheel and tool kit • Equipped with fire extinguisher and first aid box • Equipped with mobile charging facility (USB/Type-C or equivalent) • Equipped with GPS tracking/navigation capability

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Position: 1300-1450cc

Specifications / Requirements:

Sedan Vehicles Qty: 02 • Engine Capacity: 1300cc to 1450cc • Model Year: 2025 and upwards • Clean, well-maintained, roadworthy, and mechanically sound • Fully functional air-conditioning and heating system • Airbags and seat belts for all occupants • Neat, smoke-free, and Oduor-free interior • Equipped with spare wheel and tool kit • Equipped with fire extinguisher and first aid box • Equipped with mobile charging facility (USB/Type-C or equivalent) • Equipped with GPS tracking/navigation capability

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Position: 1800

Specifications / Requirements:

Sedan Vehicles Qty: 01 • Engine Capacity: 1800cc • Model Year: 2025 and upwards • Clean, well-maintained, roadworthy, and mechanically sound • Fully functional air-conditioning and heating system • Airbags and seat belts for all occupants • Neat, smoke-free, and Oduor-free interior • Equipped with spare wheel and tool kit • Equipped with fire extinguisher and first aid box • Equipped with mobile charging facility (USB/Type-C or equivalent) • Equipped with GPS tracking/navigation capability

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Scope of Work

Important Note: Bidder/service providers shall quote rates against all applicable vehicle categories. The quoted rates shall be inclusive of fuel, driver charges, accommodation allowance, meal allowance, vehicles maintenance, insurance, and all other operational costs unless specifically stated otherwise in this Tender Document.

Table A: Schedule of Rates **(Monthly + KM)** for Rental Vehicle Services on MONTHLY RENTAL BASIS (POOL VEHICLE) **INTRACITY** with chauffeur inclusive of driver, fuel, maintenance and applicable taxes inclusive of applicable taxes in the format given below;

LOT # 01
Monthly/Pool Rental Vehicle Services - Intracity

Sr. #	**Heads to be charged**	**Model**	**Make**	**Variant**	**Sedan Segment**	**CC**	**Rate (PKR)**	**Remark(s)**
1	Rate/ Month	2025			A	1000		
Rate/ KM Local								

Rate/ Month	2026						
Rate/ KM Local							
2	Rate/ Month	2025			B	1300-1450	
Rate/ KM Local							
Rate/ Month	2026						
Rate/ KM Local							
3	Rate/ Month	2025			C	1800	
Rate/ KM Local							
Rate/ Month	2026			1800			
Rate/ KM Local							

7	Driver’s overtime for local after the working hours		
8	Driver’s overtime for local on public holiday (Saturday, Sunday & gazette holiday)		

Under Monthly/Pool Rental Vehicle (0069ntracity)

Note:

- *Bidder/service providers shall mention complete details of each vehicle quoted against the relevant Model, Category and CC range.*
- ***The Duty time of the Pool vehicle including the drive shall be 12 hours a day.***
- ***Each driver shall have a valid LTV licence with minimum 05 years of experience.***
- ***Insurance & GPS tracker of the vehicles shall be the responsibility of the service provider.***
- *Financial evaluation for Monthly / Pool Vehicles shall be conducted for the whole Lot.*

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

PUBLIC PROCUREMENT REGULATORY AUTHORITY
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EPADS

General Conditions of Contract

A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. **Starting Date/Expiration Date**

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

11. **Entire Agreement**

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. **Modification**

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. **Force Majeure**

13.1. **Definition**
For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Contractor and which makes a Contractor’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. **No Breach of Contract**
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. **Extension of Time**

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. **Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. **Termination**

14.1. **By the Procuring Agency**

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. **By the Contractor**

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. **General**

15.1. **Standard of Performance**

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. **Law Applicable to Services**

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. **Conflict of Interests**

16.1. **Contractor Not to Benefit from Commissions and Discounts**

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. **Prohibition of Conflicting Activities**

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

17. **Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. **Liquidated Damages**

20.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

20.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. **Performance Guarantee**

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. **Sustainable Procurement**

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

D. Contractor's Personnel

23. **Description of Personnel**

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. **Removal and / or Replacement of Personnel**

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. **Change in the Applicable Law**

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

26. **Services and Facilities**

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. **Contract Price**

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

28. **Terms and Conditions of Payment**

28.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. **Quality Control Identifying Defects**

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. **Settlement of Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. **Dispute Settlement**

32.1. **Arbitration**
If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.
Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: Digital Economy Enhancement project (DEEP) (Digital Economy Enhancement Program (DEEP)), Consultant HR 2nd Floor, Telecom Foundation Building, Mauve Area, Sector G-9, Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is:PROVISION OF RENTAL VEHICLES SERVICES

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

Digital Economy Enhancement project (DEEP) (Digital Economy Enhancement Program (DEEP)), Consultant HR
2nd Floor, Telecom Foundation Building, Mauve Area, Sector G-9, Islamabad Capital Territory
+92-331-878-4101
adminhr.con@deep.moitt.gov.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

Digital Economy Enhancement project (DEEP) (Digital Economy Enhancement Program (DEEP)), Consultant HR
2nd Floor, Telecom Foundation Building, Mauve Area, Sector G-9, Islamabad Capital Territory
+92-331-878-4101
adminhr.con@deep.moitt.gov.pk

For the Bidder:

Name: ……

Designation: ……..

Address: ……..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be …….

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2**.**

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **5.00%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 0% of the contract price in acceptable form of Nil

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

the vehicle shall be properly checked by the employer before starting the operations

the driver shall have the knowledge and understanding of the Islamabad and Rawalpindi.

Delivery & Documents

Price Schedule for both the lots shall be submitted

Form A- Relevant Experience Form

FORM B- Client Experience & References Form

Form C- Office Network & Infrastructure Form

Form D- FINANCIAL STRENGTH DECLARATION FORM

Form E- Fleet Declaration Form

Driver Related Information Form

Form F-Fleet Technology Compliance Form

Form G- Quality, Safety & ISO Certifications Declaration Form

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties**.**

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P138297***

To: **Digital Economy Enhancement project (DEEP) (Digital Economy Enhancement Program (DEEP)), Consultant HR 2nd Floor, Telecom Foundation Building, Mauve Area, Sector G-9, Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of _____ 20_____ between **Digital Economy Enhancement project (DEEP) (Digital Economy Enhancement Program (DEEP)), Consultant HR 2nd Floor, Telecom Foundation Building, Mauve Area, Sector G-9, Islamabad Capital Territory**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **PROVISION OF RENTAL VEHICLES SERVICES (*P138297*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

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 Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency's Letter of Acceptance; and
8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

……

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder: ……

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of 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 Pakistan 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 [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee 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 consultations 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.

[Name of Supplier] 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, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact 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, [Name of Supplier] 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 time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] 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.

Performance Guarantee Form

Performance Guarantee Form

To: **Digital Economy Enhancement project (DEEP) (Digital Economy Enhancement Program (DEEP)), Consultant HR 2nd Floor, Telecom Foundation Building, Mauve Area, Sector G-9, Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

[address]

[date}

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annexure

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Finanical Proposal certificates

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Finanical Proposal certificates** (page number: 74)

Financial Proposal Submission Form Lot-I

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Financial Proposal Submission Form Lot-I** (page number: 75)

Financial Proposal Submission Form Lot-II

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Financial Proposal Submission Form Lot-II** (page number: 76)

Driver Related Information form

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Driver Related Information form** (page number: 77)

Form A Relevent Experience Form

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form A Relevent Experience Form** (page number: 78)

FORM B- Client Experience & References Form

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **FORM B- Client Experience & References Form** (page number: 79)

Form C- Office Network & Infrastructure Form

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form C- Office Network & Infrastructure Form** (page number: 80)

Form D Financial Strength Decleration

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form D Financial Strength Decleration** (page number: 81)

Form E- Fleet Declaration Form

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form E- Fleet Declaration Form** (page number: 82)

Form F-Fleet Technology Compliance Form

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form F-Fleet Technology Compliance Form** (page number: 84)

Form G- Quality, Safety & ISO Certifications Declaration Form

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form G- Quality, Safety & ISO Certifications Declaration Form** (page number: 85)

Tender Documents Deep for Rentyal Vehicles

Information (Read-Only)

See Form Under Additional Forms and Documents: **Tender Documents Deep for Rentyal Vehicles** (page number: 86)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Procurement Forms

Past Construction Experiences

See Form Under Additional Forms and Documents: **Past Construction Experiences** (page number: 111)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

Financial Proposal Certification

We certify that:

1. The rates quoted above are complete and inclusive of all applicable taxes, duties, fuel, driver charges, accommodation allowance, meal allowance, insurance, maintenance and all other costs associated with provision of the services.
2. No additional charges shall be payable by DEEP other than those expressly provided in the contract.
3. The information provided in this Financial Proposal is true and correct.

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

FINANCIAL PROPOSAL
LOT # 01 Monthly/Pool Rental Vehicle Services – Intracity

Table A: Schedule of Rates **(Monthly + KM)** for Rental Vehicle Services on MONTHLY RENTAL BASIS (POOL VEHICLE) **INTRACITY** with chauffeur inclusive of driver, fuel, maintenance and applicable taxes inclusive of applicable taxes in the format given below;

LOT # 01 Monthly/Pool Rental Vehicle Services - Intracity								
Sr. #	**Heads to be charged**	**Model**	**Make**	**Variant**	**Sedan Segment**	**CC**	**Rate (PKR)**	**Remark(s)**
1	Rate/ Month	2025			A	1000		
	Rate/ KM Local							
	Rate/ Month	2026						
	Rate/ KM Local							
2	Rate/ Month	2025			B	1300-1450		
	Rate/ KM Local							
	Rate/ Month	2026						
	Rate/ KM Local							
3	Rate/ Month	2025			C	1800		
	Rate/ KM Local							
	Rate/ Month	2026				1800		
	Rate/ KM Local							
7	Driver's overtime for local after the working hours							
8	Driver's overtime for local on public holiday (Saturday, Sunday & gazette holiday)							

Under Monthly/Pool Rental Vehicle (0069ntracity)

Note:

- *Bidder/service providers shall mention complete details of each vehicle quoted against the relevant Model, Category and CC range.*
- *The Duty time of the Pool vehicle including the drive shall be 12 hours a day.*
- *Each driver shall have a valid LTV licence with minimum 05 years of experience.*
- *Insurance & GPS tracker of the vehicles shall be the responsibility of the service provider.*
- *Financial evaluation for Monthly / Pool Vehicles shall be conducted for the whole Lot.*

FINANCIAL PROPOSAL

Table-B: Schedule of Rates **(Daily + KM)** for Rental Vehicle Services – **INTERCITY** Rates shall be quoted inclusive of driver, fuel, maintenance and applicable taxes in the format given below:

LOT # 02: Intercity/Outstation Rental Vehicle Services								
Sr. #	**Heads to be charged**	**Model**	**Make**	**Variant**	**Category**	**CC**	**Rate (PKR)**	**Remark(s)**
1	Rate/Day Outstation	2025			A	1000		
	Rate/KM Outstation							
	Rate/Day Outstation	2026				1000		
	Rate/KM Outstation							
2	Rate/Day Outstation	2025			B	1200-1499		
	Rate/KM Outstation							
	Rate/Day Outstation	2026				1200-1499		
	Rate/KM Outstation							
3	Rate/Day Outstation	2025			C	1500		
	Rate/KM Outstation							
	Rate/Day Outstation	2026				1500		
	Rate/KM Outstation							
4	Rate/Day Outstation	2025			D	1600		
	Rate/KM Outstation							
	Rate/Day Outstation	2026				1600		
	Rate/KM Outstation							
5	Rate/Day Outstation	2025			E	1800		
	Rate/KM Outstation							
	Rate/Day Outstation	2026				1800		
	Rate/KM Outstation							
6	Rate/Day Outstation	4x 4 2022 onwards			F	2700-3000		
	Rate/KM Outstation							
7	Rate/Day Outstation	5-door 2022 onwards			G	4000 – 4500		
	Rate/KM Outstation							
8	Rate/Day Outstation	Hiace/ Van 2022 Onwards			H	1998 Onward		
	Rate/KM Outstation							
9	Rate/Day Outstation	Coaster 2022 Onwards			G	4000 - Onward		
	Rate/KM Outstation							

FINANCIAL PROPOSAL

The Deep Project invites sealed bids from well reputed companies providing Rental Vehicles Services, registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) as per scope of work detailed under terms of reference (ToR).

FINANCIAL PROPOSAL SUBMISSION FORM.

The bidder/service providers should submit their Financial Proposal for Provision of Rental Vehicle Services and confirm that:

- The quoted rates are inclusive of all applicable taxes with provision of the services under this Tender Document.
- The quoted rates shall remain valid for the period specified in this Tender Document.
- We have read, understood, and accepted all terms and conditions of this Tender Document.

Particulars	**Information**
Firm / Company Name	
Name of Authorized Representative	
Designation	
Mobile Number	
Email Address	

Signature of Authorized Representative: _____

Company Stamp: _____ Date: _____

Form A- Relevant Experience Form

Particulars	Details
Name of Firm / Company	
Year of Establishment / Incorporation	
Total Years of Experience in Vehicle Rental Services	
Total Number of Employee	
Name of CEO – Head of Organization/Company with complete contact information like cell No. email address	
Fleet Manager name & contact detail	

Authorized Representative: _____

Designation: _____

Signature & Company Stamp: _____

Note: Copy of SECP Certificate of Incorporation / Registration Certificate clearly showing the date of incorporation; OR

- Any other statutory registration document clearly establishing the year of commencement of business.
- Company Profile (optional).

Note: Experience shall be calculated from the date of incorporation/registration of the firm up to the bid submission date.

FORM B- Client Experience & References Form

Sr. No.	Client Name	Sector (Govt./Public Sector/MNC/Embassy/INGO/UN/Corporate)	Contract Period	Contract Value (PKR)	Contact Person & Contact No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Supporting Documents

The bidder/service provider shall attach documentary evidence against each client/assignment claimed above in the form of any one of the following:

- Contract Agreement
- Work Order / Purchase Order
- Framework Agreement
- Completion Certificate
- Client Reference Letter

Bidder/service provider Declaration

We hereby certify that the information provided above is true and correct. DEEP Project reserves the right to verify any client reference or supporting document submitted as part of this proposal.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____

Form C- Office Network & Infrastructure Form

A. Head Office Details

Particulars	Details
Company Name	
Head Office Address	
City	
Contact Number & Email Address	
Ownership Status (Owned/Rented)	
Year Office Established	

B. Branch Office Details

Sr. No.	City	Complete Address	Ownership Status (Owned/Rented)	Year Established	Contact Number
1.	Islamabad/Rawalpindi				
2.	Lahore				
3.	Karachi				
4.	Peshawar				
5.	Quetta				
6.	Other City				

Supporting Documents

The bidder/service provider shall attach the following documentary evidence for each office claimed:

- Rent Agreement, Lease Agreement, Ownership Documents, or Office Registration Documents.

Bidder/service provider Declaration

We hereby certify that the information provided above is true and correct and that all listed offices are operational at the time of bid submission.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____

Driver Related Information Form

Sr. No.	Driver Name	CNIC Number	Driving License Number	License Valid Till	Years of Professional Driving Experience	Mobile Number
1						
2						
3						
4						
5						

Supporting Documents

The bidder/service provider shall attach:

- Copy of CNIC of each driver listed above.
- Copy of valid Driving Licence of each driver listed above.
- Driver experience certificate(s), service record(s), or self-certified declaration confirming years of professional driving experience.

Bidder/service provider Declaration

We hereby certify that the information provided above is true and correct and that all drivers listed are available for deployment under this contract.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____

Form E- Fleet Declaration Form

Sr. #	Make	Model	Variant	Year	CC	Vehicle Reg. #	Hybrid/EV (Y/N)	Ref. Page No.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

(Attach additional sheets in the same format if the fleet offered exceeds the rows above.)

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

PUBLIC PROCUREMENT REGULATORY AUTHORITY
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EPADS

Form F-Fleet Technology Compliance Form

Technology Feature	Available (Y/N)	Provider/System Name	If Yes Specify Vehicle Reg.#
GPS Tracking System fitted on 100% of offered fleet			
Navigation System / Google Maps available for drivers			

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form G- Quality, Safety & ISO Certifications Declaration Form

Sr. #	Certification Name & Standard (e.g., ISO 9001:2015)	Certifying Body	Validity		Ref. Page No.
			Issue Date	Expiry Date	
1					
2					
3					

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Digital Economy Enhancement Project

Ministry of Information Technology and Telecommunication

Tender Documents
Provision of Rental Vehicles Services

Lot	Description
Lot 01	Monthly/Pool Rental Vehicle Services - Intracity
Lot 02	Intercity/Outstation Rental Vehicle Services

Ref No. MOITT/DEEP/PMU/VEHICLES/2026-27

Project Name: Digital Economy Enhancement Project (DEEP)
Implementing Agency: Ministry of Information Technology and Telecommunication
Loan/Credit No. 7514-PK
Project ID No: P174402
Country: **Pakistan**

September, 2026

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1. BACKGROUND

The Ministry of Information Technology and Telecommunication in collaboration with the World Bank is implementing Digital Economy Enhancement Project (DEEP) worth USD $77.73 Million. The main objective of the Program is "to enhance the Government's capacity for digitally enabled public services delivery for citizens and businesses".

In this connection, Deep project invites sealed bids from well reputed companies providing rental vehicles services, registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) as per the requirement of the Project.

2. BIDDING PROCESS

a. An open, competitive, and transparent bidding process in accordance with Public Procurement Regulatory Authority (PPRA) Ordinance, 2002, Rules, Regulations and Guidelines made thereunder shall be adopted.

b. Single Stage – One Envelope bidding procedure shall be adopted in accordance with Rule 37(a), of the Public Procurement Rules, 2004. (Hereinafter referred to as "Rules")

c. The bid shall be submitted through e-PADS under Single Stage–One Envelope and opened/evaluated in accordance with the Tender Document.

d. A scanned copy of bid security in the form of a CDR/Pay Order/Demand Draft, in the name of Deep project, of value **PKR 200,000/-** (Two Hundred Thousand Only) valid for 90 days must be uploaded on **e-PADS and original bid security shall be submitted to the procuring agency any time before the closing time of bid submission, failing which the bid shall be rejected.** No financial instrument for bid security, or mode of payment, other than that specified in clause (d), shall be acceptable

e. For any clarifications, bidder/service providers may communicate either through the e-PADS system or via email at procurement.specialist@deep.moitt.gov.pk

3. MANDATORY ELIGIBILITY CRITERIA

Bidder/service providers must comply with the following mandatory requirements. Failure to provide the required documentary evidence may render the bid non-responsive and liable for rejection.

Sr. #	Mandatory Eligibility Criteria	Compliance (✓ / ✗)
1	Valid Certificate of Incorporation from relevant authority/ Registration issued by the Securities and Exchange Commission of Pakistan (SECP), where applicable	
2	Valid NTN Certificate	
3	Valid GST Registration Certificate	

4	The Bidder/service provider shall provide an undertaking on letterhead that the Bidder/service provider has not been declared blacklisted by any Government/Semi-Government institutions.	
5	The Bidder/service provider shall provide an undertaking on letterhead that the Bidder/service provider is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned.	
6	Bid Security of PKR 200,000/-.	
7	Minimum five (05) years' experience in vehicle rental services	
8	Declaration that the bidder/service provider possesses adequate fleet capacity and operational capability to meet the client requirements (Form E)	
9	The bidder/service providers shall submit their proposal on EPADs. https://eprocure.gov.pk.	

Important Notes

- The Deep project reserves the right to verify any information or document submitted by the bidder/service provider.
- Incomplete proposals or failure to provide mandatory documents may result in rejection of the bid.
- Submission of forged, misleading, or false information shall result in disqualification and may lead to forfeiture of Bid Security and any other action permissible under applicable laws and PPRA Rules.

4. TECHNICAL EVALUATION

Technical evaluation will be carried out as below:

S.#	Evaluation Criteria	Max Marks	Evaluation Parameters
1	Relevant Experience in Vehicle Services ***(Refer Form A)***	10	• 10+years or more=10 Marks; • 8 to 10 years= 07 Marks; • 5 to 7 years= 05 Marks
2	Client Portfolio & Similar Assignments ***(Refer Form B)***	20	• 10 or more completed/ongoing contracts = 20 Marks; • 07 to 09 contracts = 15 Marks; • 04 to 06 contracts = 10 Mark. Clients should provide the documentary proof supported by the Contract/ PO/ client satisfactory certificate for the previous clients include Corporate Sector entities, Public Sector Entities, MNCs, Embassies, INGOs, Development Sector Partners, International Donor Agencies, or Banking sector, etc.
3	Nationwide Presence & Infrastructure **(*Refer Form C)***	10	Office in Islamabad/Rawalpindi/Lahore = 5 Marks; Presence Provincial Capitals= 4 Marks (1 mark for each province); Offices in any other city = 1 Mark.
4	Financial Strength & Stability **(Refer Form D)**	05	Audited Financial Statements for the last three financial years = 2 Marks; Positive Net Worth as evidenced by the latest audited financial statements = 3 Marks.

5	Fleet Strength & Availability with Green Fleet ***(Refer Form E)***	10	**The bidder/service provider shall provide the details of minimum 05 Fleet / vehicles details strength available (2 marks for each) ;** • Fleet 1000CC Vehicles (hatchback) • Fleet 1200CC to 1500 CC (Sedan/ SUV) • Fleet 1600CC to 2000CC (Sedan/ SUV) • Fleet 2700CC – 4000CC Vehicles • Fleet HiAce & Coaster.
6	Technology & Fleet Monitoring System (***Refer Form F)***	3	Fleet with 100% GPS Tracking System = 2 Marks; Drivers equipped with Google Maps / Navigation Capability= 1 Marks
7	Quality, Safety & Environmental/ISO Certifications ***(Refer Form G)***	2	Maximum two (02) active certifications shall be considered. Each valid certification carries one (01) mark.
TOTAL MARKS		**60**	

Note: Minimum Qualifying Technical Score: Only bidder/service providers securing a minimum of 42 out of 60 Marks (70%) in the Technical Evaluation shall be declared technically qualified.

5. FINANCIAL PROPOSAL

The Deep Project invites sealed bids from well reputed companies providing Rental Vehicles Services, registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) as per scope of work detailed under terms of reference (ToR).

5.1 FINANCIAL PROPOSAL SUBMISSION FORM.

The bidder/service providers should submit their Financial Proposal for Provision of Rental Vehicle Services and confirm that:

- The quoted rates are inclusive of all applicable taxes with provision of the services under this Tender Document.
- The quoted rates shall remain valid for the period specified in this Tender Document.
- We have read, understood, and accepted all terms and conditions of this Tender Document.

Particulars	**Information**
Firm / Company Name	
Name of Authorized Representative	
Designation	
Mobile Number	
Email Address	

Signature of Authorized Representative: _____

Company Stamp: _____ Date: _____

Important Note: Bidder/service providers shall quote rates against all applicable vehicle categories. The quoted rates shall be inclusive of fuel, driver charges, accommodation allowance, meal allowance, vehicles maintenance, insurance, and all other operational costs unless specifically stated otherwise in this Tender Document.

Table A: Schedule of Rates **(Monthly + KM)** for Rental Vehicle Services on MONTHLY RENTAL BASIS (POOL VEHICLE) **INTRACITY** with chauffeur inclusive of driver, fuel, maintenance and applicable taxes inclusive of applicable taxes in the format given below;

LOT # 01 Monthly/Pool Rental Vehicle Services - Intracity								
Sr. #	**Heads to be charged**	**Model**	**Make**	**Variant**	**Sedan Segment**	**CC**	**Rate (PKR)**	**Remark(s)**
1	Rate/ Month	2025			A	1000		
	Rate/ KM Local							
	Rate/ Month	2026						
	Rate/ KM Local							
2	Rate/ Month	2025			B	1300-1450		
	Rate/ KM Local							
	Rate/ Month	2026						
	Rate/ KM Local							
3	Rate/ Month	2025			C	1800		
	Rate/ KM Local							
	Rate/ Month	2026				1800		
	Rate/ KM Local							
7	Driver's overtime for local after the working hours							
8	Driver's overtime for local on public holiday (Saturday, Sunday & gazette holiday)							

Under Monthly/Pool Rental Vehicle (0069ntracity)

Note:

- *Bidder/service providers shall mention complete details of each vehicle quoted against the relevant Model, Category and CC range.*
- *The Duty time of the Pool vehicle including the drive shall be 12 hours a day.*
- *Each driver shall have a valid LTV licence with minimum 05 years of experience.*
- *Insurance & GPS tracker of the vehicles shall be the responsibility of the service provider.*
- *Financial evaluation for Monthly / Pool Vehicles shall be conducted for the whole Lot.*

Table-B: Schedule of Rates **(Daily + KM)** for Rental Vehicle Services – **INTERCITY** Rates shall be quoted inclusive of driver, fuel, maintenance and applicable taxes in the format given below:

LOT # 02: Intercity/Outstation Rental Vehicle Services								
Sr. #	**Heads to be charged**	**Model**	**Make**	**Variant**	**Category**	**CC**	**Rate (PKR)**	**Remark(s)**
1	Rate/Day Outstation	2025			A	1000		
	Rate/KM Outstation							
	Rate/Day Outstation	2026				1000		
	Rate/KM Outstation							
2	Rate/Day Outstation	2025			B	1200-1499		
	Rate/KM Outstation							
	Rate/Day Outstation	2026				1200-1499		
	Rate/KM Outstation							
3	Rate/Day Outstation	2025			C	1500		
	Rate/KM Outstation							
	Rate/Day Outstation	2026				1500		
	Rate/KM Outstation							
4	Rate/Day Outstation	2025			D	1600		
	Rate/KM Outstation							
	Rate/Day Outstation	2026				1600		
	Rate/KM Outstation							
5	Rate/Day Outstation	2025			E	1800		
	Rate/KM Outstation							
	Rate/Day Outstation	2026				1800		
	Rate/KM Outstation							
6	Rate/Day Outstation	4x 4 2022 onwards			F	2700-3000		
	Rate/KM Outstation							
7	Rate/Day Outstation	5-door 2022 onwards			G	4000 – 4500		
	Rate/KM Outstation							
8	Rate/Day Outstation	Hiace/ Van 2022 Onwards			H	1998 Onward		
	Rate/KM Outstation							
9	Rate/Day Outstation	Coaster 2022 Onwards			G	4000 - Onward		
	Rate/KM Outstation							

Financial Proposal Certification

We certify that:

1. The rates quoted above are complete and inclusive of all applicable taxes, duties, fuel, driver charges, accommodation allowance, meal allowance, insurance, maintenance and all other costs associated with provision of the services.
2. No additional charges shall be payable by DEEP other than those expressly provided in the contract.
3. The information provided in this Financial Proposal is true and correct.

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

6. PRE-BID CONFERENCE, SUBMISSION, OPENING AND RECEIPT OF PROPOSALS

i. Pre-bid conference is scheduled at Deep Project Office @ 03:00 pm PST, September 29, 2026.
ii. The bid under Single Stage–One Envelope shall be submitted/uploaded through e-PADS on and before **03.00 PM PST October 08, 2026.**
iii. The original bid security must be delivered at the address given below on or before **03.00 PM PST October 08, 2026.**
iv. The Bids attached on e-PADS shall be opened the same day i.e. **Thursday, 03.30 PM PST October 08, 2026,** in the presence of all the applicants/service providers who chose to be present.

Senior Procurement Specialist
Deep Project,
Office, 2nd Floor, Telecom Foundation Complex, Sector G 9/4, Mauve Area Islamabad, Pakistan
Email: procurement.specialist@deep.moitt.gov.pk

7. HOW BIDS WILL BE EVALUATED

To help bidder/service providers understand the evaluation process upfront, bids will be assessed through the following five steps:

Step 1: Eligibility Review: Bids are checked against the Mandatory Eligibility Criteria provided in Section 3.

Step 2: Technical Evaluation: Eligibility/technical compliance and financial evaluation form part of the evaluation of the bids opened under the One-Envelope procedure.

Step 3: Financial Evaluation: Upon completion of the Technical Evaluation, the Technical Evaluation Report shall be announced in accordance with the applicable provisions of the Public Procurement Rules, 2004, prior to opening of the Financial Proposals.

Step 4: Award: The Most Advantageous Bid shall be determined separately for **Lot 01 and Lot 02** in accordance with the evaluation criteria specified in this Tender Document. Accordingly, a Bidder/Service Provider may be awarded one or both Lots based on the results of the evaluation.

8. BID SECURITY

8.1 Bid Security

Each bidder/service provider shall submit a Bid Security of **PKR 200,000/- (Two Hundred Thousand Only)** in the form of Call Deposit Receipt (CDR), Pay Order or Demand Draft in favour of "**Deep Project**".

A scanned copy of the Bid Security shall be uploaded on e-PADS along with the proposal. The original Bid Security, valid for 90 days, must be submitted to Deep before the bid submission deadline. Failure to submit the original Bid Security within the prescribed time shall render the bid non-responsive and liable for rejection.

8.2 Forfeiture of Bid Security

The Bid Security may be forfeited if the Bidder/Service Provider withdraws or modifies its bid during the period of bid validity, refuses to accept any correction made in accordance with the Tender Document, or, after being declared successful, fails or refuses to accept the award or sign the Contract within the prescribed period. The Bid Security may also be forfeited where the Bidder/Service Provider is found to have submitted false, forged, misleading, or materially incorrect information or documents affecting the procurement process. Any forfeiture of Bid Security shall be subject to the applicable provisions of the Public Procurement Rules, 2004 and the terms and conditions of this Tender Document.

8.3 Return of Bid Security

The Bid Security of unsuccessful bidder/service providers shall be returned after completion of the procurement process and award of contract.

8.4 Validity of Bid Security

The Bid Security shall remain valid for the period specified in this Tender Document. Where the validity of the bid is extended with the consent of the Bidder/Service Provider, the validity of the Bid Security shall also be extended accordingly, where required, so as to remain valid for the corresponding extended period.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

9. GENERAL CONDITIONS OF DRAFT CONTRACT

9.1 CONTRACT DURATION

The Contract shall remain valid for a period of **twelve (12) months from the date of commencement of services**. Any extension shall be subject to satisfactory performance, availability of funds, approval of the competent authority and the applicable procurement rules and contractual provisions..

9.2 FUEL PRICE ADJUSTMENT

1. The per-kilometre (KM) rates quoted by the Service Provider shall be based on the petrol price officially notified by OGRA on the bid submission closing date ("Base Fuel Price").
2. Any increase or decrease in the OGRA-notified petrol price during the contract period shall result in a proportionate adjustment of the applicable KM rates only.
3. The revised KM rate shall be calculated as follows:
4. Revised KM Rate = Contracted KM Rate × (Current Fuel Price ÷ Base Fuel Price)
5. The adjustment shall become effective from the date of the relevant OGRA notification and shall apply only to services rendered thereafter.
6. The Service Provider shall submit a request along with the relevant OGRA notification for application of the fuel price adjustment.
7. DEEP Project shall verify the fuel price variation based on official OGRA notifications and determine the revised KM rate accordingly.
8. Only OGRA-notified petrol prices shall be considered for fuel price adjustments under the Contract.

9.3 TAXES AND DUTIES

The Contractor shall be entirely responsible for all taxes, duties, and levies imposed by the Government of Pakistan. All applicable taxes will be deducted at source.

9.4 TERMINATION

DEEP Project reserves the right to terminate the contract if the Contractor fails to deliver services as per the Terms of Reference (ToR).

9.5 DISPUTE RESOLUTION

In case of any dispute, the matter shall be referred to arbitration in accordance with the Arbitration Act, 1940. The place of arbitration shall be **Islamabad**.

9.6 FORCE MAJEURE

The Contractor shall not be liable for liquidated damages or termination for default if the delay is the result of an event of Force Majeure (e.g., natural disasters, war).

10 TERMS & CONDITIONS AND SCOPE OF SERVICES

Deep invites sealed bids from well reputed companies providing rental vehicles, registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) as per scope of work detailed under terms of reference (ToR).

10.1 Vehicle Specifications & Standards

The Service Provider shall maintain the capacity to provide the following categories of insured vehicles throughout the contract period.

10.2 Vehicles

1. Engine Capacity: 1000cc
2. Model Year: 2025 and upwards
3. Clean, well-maintained, roadworthy, and mechanically sound
4. Fully functional air-conditioning and heating system
5. Airbags and seat belts for all occupants
6. Neat, smoke-free, and Oduor-free interior
7. Equipped with spare wheel and tool kit
8. Equipped with fire extinguisher and first aid box
9. Equipped with mobile charging facility (USB/Type-C or equivalent)
10. Equipped with GPS tracking/navigation capability

10.3 Sedan Vehicles

1. Engine Capacity: 1300cc to 1450cc
2. Model Year: 2025 and upwards
3. Clean, well-maintained, roadworthy, and mechanically sound
4. Fully functional air-conditioning and heating system
5. Airbags and seat belts for all occupants
6. Neat, smoke-free, and Oduor-free interior
7. Equipped with spare wheel and tool kit
8. Equipped with fire extinguisher and first aid box
9. Equipped with mobile charging facility (USB/Type-C or equivalent)
10. Equipped with GPS tracking/navigation capability

10.4 Sedan Vehicles

1. Engine Capacity: 1800cc
2. Model Year: 2025 and upwards
3. Clean, well-maintained, roadworthy, and mechanically sound
4. Fully functional air-conditioning and heating system
5. Airbags and seat belts for all occupants
6. Neat, smoke-free, and Oduor-free interior
7. Equipped with spare wheel and tool kit
8. Equipped with fire extinguisher and first aid box
9. Equipped with mobile charging facility (USB/Type-C or equivalent)
10. Equipped with GPS tracking/navigation capability

10.5 SUV 4x4 & 5-door Vehicles

1. Suitable for travel to remote, rugged, and off-road locations
2. Model Year: 2022 and upwards
3. Available on demand
4. Fully functional air-conditioning and heating system
5. Equipped with seat belts, airbags, fire extinguisher, first aid box, spare wheel, and tool kit

6. Equipped with GPS tracking/navigation capability

10.6 HiAce / Passenger Vans

1. Available on demand for official visits, field activities, and group transportation
2. Clean, well-maintained, and roadworthy
3. Fully functional air-conditioning system
4. Equipped with seat belts and other safety features

10.7 Coaster / Bus Vehicles

1. Available on demand for workshops, conferences, delegations, events, and group transportation
2. Clean, well-maintained, and roadworthy
3. Fully functional air-conditioning system
4. Equipped with all required safety features
5. Prior to deployment, the Service Provider shall provide the following details to DEEP Project:
6. Vehicle Registration Number
7. Make, Model, Variant, Engine Capacity and Year of Manufacture
8. Driver Name
9. CNIC Number
10. Valid Driving License Details
11. Any replacement of vehicle or driver during the contract period shall be communicated to DEEP Project in advance along with the updated supporting documents.

The bidder/service provider shall submit valid registration documents for the vehicles offered. The client may inspect and verify the vehicles, offices, and relevant records of the bidder/service provider during the bidding process or contract period

10.8 Maintenance Responsibility

The Service Provider shall be responsible for all maintenance, repairs, servicing, and upkeep of the vehicles to ensure they remain safe, clean, and roadworthy at all times.

10.9 Vehicle Replacement

In the event of vehicle breakdown, accident, mechanical failure, or driver unavailability, the Service Provider shall provide a replacement vehicle and/or driver of the same or higher category within the following timelines:

1. Within **60 minutes** in Islamabad/Rawalpindi.
2. Within **2 - 3 hours** in other major cities

For remote locations, or areas where immediate replacement is not operationally feasible, the Service Provider shall make best efforts to arrange a replacement at the earliest possible time and keep the client informed from the expected arrival time. Failure to provide a replacement vehicle and/or driver within the applicable timelines may be treated as a service default and may result in penalties in accordance with the contract.

10.10 Insurance & Liability

All vehicles shall remain covered under valid comprehensive insurance throughout the contract period.

The Service Provider shall be fully responsible for any accident, damage, theft, traffic violation, third-party claim, injury, or legal liability arising from the use of the vehicles or drivers. The client shall not be

liable for any such claims, losses, damages, or legal matters.

10.11 Maintenance of Log-Book

The Service Provider shall ensure that a log-book is maintained for each vehicle travelling including recording the date, destination, kilometers travelled, and duty timings. The log-book shall be verified by the client official and shall form the basis for invoice verification and payment processing.

10.12 Driver Requirements,

Drivers deployed under this contract shall:

1. Possess a valid CNIC and driving license appropriate for the vehicle being operated.
2. Have a minimum of five (05) years of professional driving experience.
3. Be medically fit and capable of performing assigned duties.
4. Have no criminal record and provide police verification if required.
5. Be familiar with routes within major cities and intercity travel corridors across Pakistan.
6. Be proficient in the use of smartphones, Google Maps, GPS, live location sharing, and navigation applications.
7. Maintain professional conduct, confidentiality, punctuality, and courteous behaviors at all times.
8. Be well-groomed and maintain proper personal hygiene.
9. Comply with all traffic laws and road safety regulations.
10. Refrain from smoking, vaping, consuming alcohol, narcotics, or any prohibited substances while on duty.
11. Avoid the use of mobile phones while driving except through legally permissible hands-free devices.
12. Preferably not exceed fifty-five (55) years of age.
13. Drivers shall wear a neat and professional uniform provided by the Service Provider, comprising at a minimum:
    a. Company-branded shirt, coat, or waistcoat;
    b. Formal trousers or Shalwar Kameez with black waistcoat; and
    c. Closed formal shoes.

The client reserves the right to require replacement of any driver who is found unsuitable due to misconduct, poor performance, unsafe driving practices, lack of professionalism, or non-compliance with the requirements of this contract.

10.13 Driver Accommodation & Expenses

The client shall not provide any accommodation, boarding, lodging, meals, travel allowance, daily allowance, or any other expenses for drivers deployed under this contract. All such arrangements and costs shall be the sole responsibility of the Service Provider.

Where overnight stay is required, the Service Provider shall ensure that suitable accommodation is arranged for the driver within a reasonable distance of the location where the client employee is staying, preferably within 15 kilometers (one-way).

10.14 Operational Requirements

The Service Provider shall:

1. Nominate a dedicated focal person available 24/7 for vehicle booking, coordination, emergency support, complaint handling, and contract administration.
2. Ensure timely deployment of vehicles and drivers as requested by the client.

3. Maintain adequate backup vehicles and drivers to ensure uninterrupted service.
4. Facilitate transportation services throughout Pakistan.
5. Support airport transfers, meetings, workshops, conferences, field visits, monitoring missions, and other official events.

10.15 Vehicle Booking Requests

Vehicle requests may be communicated through email, telephone, WhatsApp, or any other mode specified by the client (communication other than email will be documented later on). The Service Provider shall acknowledge the request and ensure deployment of the required vehicle within the timelines prescribed in this tender.

10.16 Operational Costs

The Service Provider shall initially bear all toll taxes, parking charges, and route-related expenses. Such expenses shall be reimbursed by client, where applicable, upon submission of original supporting receipts and approval by the client authorized representative.

10.17 Reporting & Invoicing Requirements

The Service Provider shall submit Monthly invoices;

1. Monthly invoices supported by verified Log-book against respective visit.
2. Toll receipts, parking receipts, and other reimbursable expenses, where applicable.
3. Any relevant supporting documents.

10.18 Monthly Rental Vehicles

For vehicles hired on a monthly rental basis:

1. The vehicle shall remain available for Deep use throughout the contract period, as required.
2. Drivers shall perform duties up to Twelve (12) hours per working day. Any duty performed beyond Twelve (12) hours shall be treated as overtime and paid at the agreed rates.
3. The Service Provider shall provide a replacement vehicle and/or driver of the same or higher category in case of breakdown, accident, maintenance, or driver unavailability.
4. All vehicles shall remain covered under valid comprehensive insurance throughout the contract period.
5. Monthly trip sheets/logbooks, duly verified by the Deep authorized user, shall be submitted with invoices for payment processing.
6. The Service Provider shall be responsible for all routine and preventive maintenance, including servicing, repairs, tyre replacement, oil changes, and replacement of filters, to ensure safe and uninterrupted operation of the vehicles.
7. The Service Provider shall ensure that all vehicles remain clean, roadworthy, and in good operating condition at all times.

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11 SERVICE LEVEL AGREEMENT (SLA)

The Service Provider shall maintain the following minimum service standards:

Performance Indicator	Target
Vehicle Availability	≥ 98%
Driver Punctuality	≥ 95%
Complaint Resolution	Within 24 Hours
Customer Satisfaction	≥ 90%
Safe Driving Compliance	100%

12 PENALTIES & SERVICE DEFAULTS

The following deductions may be applied in case of service deficiencies:

a. Late Arrival of Vehicle

- More than 30 minutes delay: 5% deduction from trip invoice.
- More than 60 minutes delay: 10% deduction from trip invoice.
- More than 90 minutes delay: No payment shall be made for the trip.

b. Non-Provision of Vehicle

Failure to provide the required vehicle at the communicated date, time, and location, without prior approval or a justifiable reason acceptable to the Client, shall constitute a service default. In such cases, a penalty of PKR 15,000 per occurrence shall be imposed and deducted from the Contractor's pending invoice(s) or any future payment(s) due under the contract.

c. Vehicle Breakdown

- Failure to provide a replacement vehicle and/or driver within the prescribed timelines there will be no payment.

d. Provision of Incorrect Vehicle Category

- Provision of a lower category vehicle without prior approval from DEEP Project: 50% deduction from applicable charges.
- Provision of an older model vehicle than contracted: 50% deduction from applicable charges.

e. Vehicle Cleanliness

- PKR 5,000 deduction per verified complaint relating to vehicle cleanliness or hygiene.

f. Driver Misconduct

- PKR 10,000 deduction per verified incident.

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- Immediate replacement of the driver may be required by DEEP Project.

g. Driver Uniform & Appearance

- PKR 2,500 deduction per occurrence where the driver reports without the prescribed uniform

h. Repeated Service Failures

- Three (03) major service failures in a month may result in issuance of a warning notice.
- Continued non-compliance or repeated violations may result in termination of the Contract in accordance with the terms and conditions of the Contract.

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Form A- Relevant Experience Form

Particulars	Details
Name of Firm / Company	
Year of Establishment / Incorporation	
Total Years of Experience in Vehicle Rental Services	
Total Number of Employee	
Name of CEO – Head of Organization/Company with complete contact information like cell No. email address	
Fleet Manager name & contact detail	

Authorized Representative: _____

Designation: _____

Signature & Company Stamp: _____

Note: Copy of SECP Certificate of Incorporation / Registration Certificate clearly showing the date of incorporation; OR

- Any other statutory registration document clearly establishing the year of commencement of business.
- Company Profile (optional).

Note: Experience shall be calculated from the date of incorporation/registration of the firm up to the bid submission date.

FORM B- Client Experience & References Form

Sr. No.	Client Name	Sector (Govt./Public Sector/MNC/Embassy/INGO/UN/Corporate)	Contract Period	Contract Value (PKR)	Contact Person & Contact No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Supporting Documents

The bidder/service provider shall attach documentary evidence against each client/assignment claimed above in the form of any one of the following:

- Contract Agreement
- Work Order / Purchase Order
- Framework Agreement
- Completion Certificate
- Client Reference Letter

Bidder/service provider Declaration

We hereby certify that the information provided above is true and correct. DEEP Project reserves the right to verify any client reference or supporting document submitted as part of this proposal.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____

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Form C- Office Network & Infrastructure Form

A. Head Office Details

Particulars	Details
Company Name	
Head Office Address	
City	
Contact Number & Email Address	
Ownership Status (Owned/Rented)	
Year Office Established	

B. Branch Office Details

Sr. No.	City	Complete Address	Ownership Status (Owned/Rented)	Year Established	Contact Number
1.	Islamabad/Rawalpindi				
2.	Lahore				
3.	Karachi				
4.	Peshawar				
5.	Quetta				
6.	Other City				

Supporting Documents

The bidder/service provider shall attach the following documentary evidence for each office claimed:

- Rent Agreement, Lease Agreement, Ownership Documents, or Office Registration Documents.

Bidder/service provider Declaration

We hereby certify that the information provided above is true and correct and that all listed offices are operational at the time of bid submission.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____

Form D- FINANCIAL STRENGTH DECLARATION FORM

Financial Information	
FY 2022-23	Annual Turnover (PKR)
FY 2023-24	
FY 2024-25	
Average Annual Turnover	
Supporting Documents Attached	
Document	Attached (✓ / ✗)
Audited Financial Statements – FY 2022-23	
Audited Financial Statements – FY 2023-24	
Audited Financial Statements – FY 2024-25	
Income Tax Return – FY 2022-23	
Income Tax Return – FY 2023-24	
Income Tax Return – FY 2024-25	

Bidder/service provider Declaration

We hereby certify that the financial information provided above is true, correct, and supported by the attached audited financial statements and tax records.

We understand that DEEP Project reserves the right to verify the information from any relevant source and that submission of false or misleading information may result in disqualification.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____

Form E- Fleet Declaration Form

Sr. #	Make	Model	Variant	Year	CC	Vehicle Reg. #	Hybrid/EV (Y/N)	Ref. Page No.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

(Attach additional sheets in the same format if the fleet offered exceeds the rows above.)

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Driver Related Information Form

Sr. No.	Driver Name	CNIC Number	Driving License Number	License Valid Till	Years of Professional Driving Experience	Mobile Number
1						
2						
3						
4						
5						

Supporting Documents

The bidder/service provider shall attach:

- Copy of CNIC of each driver listed above.
- Copy of valid Driving Licence of each driver listed above.
- Driver experience certificate(s), service record(s), or self-certified declaration confirming years of professional driving experience.

Bidder/service provider Declaration

We hereby certify that the information provided above is true and correct and that all drivers listed are available for deployment under this contract.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____

Form F-Fleet Technology Compliance Form

Technology Feature	Available (Y/N)	Provider/System Name	If Yes Specify Vehicle Reg.#
GPS Tracking System fitted on 100% of offered fleet			
Navigation System / Google Maps available for drivers			

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form G- Quality, Safety & ISO Certifications Declaration Form

Sr. #	Certification Name & Standard (e.g., ISO 9001:2015)	Certifying Body	Validity		Ref. Page No.
			Issue Date	Expiry Date	
1					
2					
3					

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

CONSTRUCTION EXPERIENCE

Form EXP - 4.1
General Construction Experience

Bidder's Name: _____
Date: _____
JV Member's Name_____
Bid Reference No. (if any) and title: _____
Page _____of _____pages

Starting Year	Ending Year	Contract Identification	Role of Bidder
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form EXP - 4.2(a)

Specific Construction and Contract Management Experience

Bidder's Name: _____
Date: _____
JV Member's Name_____
Bid Reference No. (if any) and title: _____
Page _____of _____pages

Similar Contract No.	**Information**			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount			PKR equivalent	
If member in a JV or sub-contractor, specify participation in total Contract amount				
EMPLOYER's Name:				
Address: Telephone/fax number E-mail:				

PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form EXP - 4.2(a) (cont.)

Specific Construction and Contract Management Experience (cont.)

Similar Contract No.	**Information**
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form EXP - 4.2(b)

Construction Experience in Key Activities

Bidder's Name: _____
Date: _____
Bidder's JV Member Name: _____
Sub-contractor's Name (if any): _____
Bid Reference No. (if any) and title: _____

Page _____of _____pages

All Sub-contractors for key activities must complete the information and Qualification Criteria and Requirements, Sub-Factor 4.2.

1. Key Activity No One: _____

	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount			PKR equivalent	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
EMPLOYER's Name:				
Address: Telephone/fax number				

	Information
E-mail:	

2. Activity No. Two

3. ……

	Information
Description of the key activities in accordance with Section III:	

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form EXP - 4.2 (c)

Specific Experience in Managing ES aspects

[The following table shall be filled in for contracts performed by the Bidder, and each member of a Joint Venture]

Bidder's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insertfull name]*
Bid Reference No. (if any) and title: *[insert ICB/NCB number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Key Requirement no 1 in accordance with 4.2 (c): _____

Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Subcontractor ☐
Total Contract Amount			PKR	
Details of relevant experience				

2. Key Requirement no 2 in accordance with 4.2 (c): _____

3. Key Requirement no 3 in accordance with 4.2 (c): _____

4. [PA define key requirements]