

Tender Notice

Hiring four(4)Bus/Coaster(25–35-seater) Services for providing pick and drop services for the staff of Ministry of Foreign Affairs

Ministry of Foreign Affairs intends to hire the services of a well reputed vendor/company having experience in the field of providing pick and drop bus/coaster services which is on Active Taxpayers List of the Federal Board of Revenue for providing “four(4)bus/coaster(25–35-seater) services for pick and drop for staff of Ministry of Foreign Affairs’ with following **Terms & Conditions:**

- The contractor shall provide pick and drop services according to Scope of work and BOQ (as per attached list).
- Pick & drop services shall be provided on official working days; however, the successful bidder shall be bound to provide such service even on holidays etc. on request of Ministry.
- Payment of all taxes imposed by Government, POL Charges, Repair & Maintenance expenditures, Traffic Police Challans/fines, driver’s salary etc. shall be responsibility of successful bidder.
- In case of increase in price of POL rates, rate fixed under the agreement shall not be revised till the completion of service agreement.
- Ministry of Foreign Affairs can terminate the contract by giving one month notice to the firm. It is not necessary to specify any reason for the termination of contract.
- The Successful bidder shall provide vehicle in excellent condition and vehicle shall not be changed without prior information / approval of AD/DD (GS SYKB MOFA).
- Any type of Route Permit shall be responsibility of successful bidder
- The Competent Authority reserves the right to accept/reject any or all bids as per PPRA Rules Clause-33.

2. The bidders should be registered suppliers on the e-Pak Acquisition Disposal System (ePADS) in order to participate in the subject tender. Interested bidders can register themselves electronically on ePADS through <https://eprocure.gov.pk#supplier/registration>. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bids, evaluation criteria, clarification/ rejection of bids, performance guarantee etc. can be access through the ePADS.

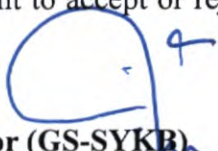
3. “**Single Stage Two Envelope Procedure**” will be followed. All bids receiving shall be opened and evaluated in the manner prescribed in the bidding document.

4. The tender is also available on PPRA Website as well as ePADS.

5. Bids, prepared in accordance with the instructions provided in the bidding documents, must be submitted electronically through ePADS only and original Bids Security must be submitted (in hard form) through legally authorized representatives on the address given hereunder on or before **14.05.2025** at **1130 hours** and will be opened on the same day at **1200 hours**.

6. **Bid Security amount will be Rs.200,000/- (Two hundred thousand only)**

7. The Ministry of Foreign Affairs reserved the right to accept or reject all bids in accordance with PPRA Rules.


Deputy Director (GS-SYKB)
Ministry of Foreign Affairs
Islamabad