

Tender Document
Ignite/Rent-a-Car Service/2025-26/0022 (Proc.)
Provision of Car Rental Services

Terms & Conditions:

1. Car rental agency will be responsible to provide its services all over Pakistan.
2. Vehicles will be provided according to the client's specifications on need bases.
3. In case of a car breakdown or problem with the chauffeur, an immediate replacement will be given by the agency without any additional cost.
4. The car rentals must be signed by IGNITE employee and IGNITE will not be responsible for any expense related to the driver (e.g. stay, lunch etc.)
5. Payment will be made by the Company at end of every month upon submission of invoices.
6. All operational costs e.g. fuel, toll & parking will be catered by the service provider.
7. National Tax Number/General Sales Tax registration number issued by the respective departments should be quoted in the bid.
8. All Government applicable taxes will be deducted from the service provider's payment.
9. This office reserves the right to accept/reject/ any/ all bids or a portion in accordance with PPRA rules.
10. The quoted rates will remain **valid up to 30th June 2026.**
11. The said services are initially required for ONE year effective from 01st July 2025, further may be extended for the next year subject to satisfactory performance of the service provider and mutual consent of both parties under PPRA rules.

SUBMISSION OF PROPOSALS: -

Responses to this Tender are due by **June 16, 2025**

Late submittals will be rejected. All proposals are to be uploaded on EPADs

Date and Time of Submission of Tender: **June 16, 2025 @ 10:00 a.m.**

Date and Time of Opening of Tender: **June 16, 2025 @ 10:30 a.m.**

(To be Filled-in by the Applicant)

1. Name of the Firm/Agency:

2. Proprietor/ Partnership:

3. Address for Communication (postal, email, telephone number):

4. Permanent Address:

5. Address of Branch Offices:

6. ***Attach a complete profile of the agency in view of the tender evaluation form**

[Signature and date with official Seal of bidder]

Chauffeur driven vehicles with Fuel, AC and Heater as per the following breakup/format

A. Quotation for Rental Vehicles Services for INTERCITY (Federal Capital, Four Provinces, AJK & GB with chauffeur and fuel.

Sr. #	Heads to be charged	Model	CC	Rate	Remarks
1.	Rate/ km Local	CAR 2022	1300 – 1800		
2.	Rate/ hour Local				
3.	Rate/ km Local	CAR 2023	1300 – 1800		
4.	Rate/ hour Local				
5.	Rate/ km Local	CAR 2024	1300 – 1800		
6.	Rate/ hour Local				
7.	Hiace/Hiroof: Rate/ km Local	Available Model 2016 Onwards	3000		
8.	Hiace/Hiroof: Rate/ hour Local				
9.	Coaster: Rate/ km Local	Available Model 2016 Onwards	4200		
10.	Coaster: Rate/ hour Local				
11.	Driver’s charges for local per night				
12.	Car’s charges for local per night				
13.	Hiace/Hi-roof’s night stay charges for local per night				
14.	Coaster’s night stay charges for local per night				
15.	Please specify a time after which night charges are applicable. In case of non-provision of time, charges will not be applicable.				00:00PST

Note: Quoted rate(s) should be mentioned with/without applicable taxes. The bidder should fill in all columns as the selection will be made on the basis of the accumulative score(s).

B. Quotation for Rental Vehicles Services for INTERCITY (Federal Capital, Four Provinces, AJ&K and GB) with chauffeur and fuel.

Sr. #	Heads to be charged	Model	CC	Rate	Remark(s)
1	Rate/ km Outstation	CAR 2022	1300-1800		
2	Rate/ hour Outstation				
3	Rate/ km Outstation	CAR 2023	1300-1800		
4	Rate/ hour Outstation				
5	Rate/ km Outstation	CAR 2024	1300-1800		
6	Rate/ hour Outstation				

7	Hiace/Hiroof: Rate/ km Outstation	Available Model 2016 Onwards	3000		
8	Hiace/Hiroof: Rate/ hour Outstation				
9	Coaster: Rate/ km Outstation	Available Model 2016 Onwards	4200		
10	Coaster: Rate/ hour Outstation				
11	Chauffeur’s DA per day without night				
12	Chauffeur’s DA per day with night stay				
13	Vehicle’s Outstation charges per day without night				
14	Vehicle’s Outstation charges per day with night stay				
15	Hiace/Hi-roof’s outstation charges per day with				
16	Coaster’s outstation charges per day				

Note: Quoted rate(s) should be mentioned with/without applicable taxes. The bidder should fill the entire columns as selection will be made on the basis of the accumulative score(s).

C. Quotation for Car Services on MONTHLY RENTAL BASIS with chauffeur and fuel

3. Quotation for car services on MONTHLY RENTAL BASIS with chauffeur and fuel.

Sr. #	Heads to be charged	Model	CC	Rate	Remarks
1.	Monthly Rent with Chauffeur	CAR 2022-23	1300 to 1800		
2.	Rate/ km for Local				
3	Rate/ km for Outstation				
4	Monthly Rent with Chauffeur	CAR 2023-24	1300 to 1800		
5.	Rate/ km for Local				
6.	Rate/ km for Outstation				
7.	Driver's overtime for local after the routine working hours				
8.	Driver's overtime for local on public holiday (Saturday, Sunday & Gazette holiday)				
9.	Driver's charges for outstation per day				
10.	Car charge for outstation per day				
11.	Please specify a time after which overtime charges are applicable. If no time is provided, overtime charges will not be applicable.				00:00PST

General ToRs:

- i. The Contractor shall make vehicles available with drivers for the Purchaser's officers for travel
- ii. The monthly rental car(s) will be parked at Ignite's designated premises 24/7.
- iii. The driver of the monthly rental car will perform duties for a maximum of 10 hours (08 am to 06 pm) per working day. Any additional hours will be considered overtime and charged accordingly.
- iv. If the vehicle is out of order or the driver is not available during the agreed hours, Purchaser shall be entitled to receive replacement of the non-functional vehicle / unavailable driver
- v. The service provider of the monthly rental car will be responsible for all types of repairs and maintenance, including but not limited to engine oil, oil filter, air filter, servicing and tuning Etc.
- vi. The Contractor shall ensure that the vehicles are fully covered by all necessary insurances in case of accidents; i.e. comprehensive insurance. If fully comprehensive insurance is not in place, the cost of any subsequent damage or loss of vehicles shall be borne by the Contractor. Evidence of insurance shall be required prior to signing of the contract.
- vii. The driver of the monthly rental car will maintain a logbook for each travel containing the complete travel details with mileage and locations. The complete travel will be signed by the driver and the Company's official in the logbook. The driver will get them reviewed by Admin Department on monthly basis. These details will be used to vet the invoices handed over by the contractor monthly basis.
- viii. List of services provided to renowned national & international institutions during the last two years.
- ix. During the period of operation for the Purchaser, the vehicle shall carry only passengers or goods authorized by Purchaser
- x. Every Driver should have a valid driving license and should be well mannered and well-disciplined with a proper dress code
- xi. Vehicles should have a proper locator/tracker system linked with Google Maps.
- xii. Drivers should be well versed with Google Maps/pin/GPS/Navigation System to locate the required location(s) during travel.
- xiii. Vehicles must not be older than two (02) years and not exceed 30,000 km when initially handed over to the Purchaser
- xiv. The Contractor may have at its own cost acceptable medical, life and disability insurance for the driver.
- xv. Registered for operation during the period of this Contract with registration documentation in the vehicle and registration / number plates affixed to the vehicle as required by laws of Pakistan.
- xvi. Provided vehicles must at all-time be in a 100% roadworthy condition and be clean and tidy inside.
- xvii. The vehicles shall be equipped with heating and cooling system, well-maintained and in excellent functional conditions.
- xviii. Vehicles must be equipped with necessary safety items, including Seat belt, spare tire, mechanical jack, basic hand tools.
- xix. National Tax Number: _____
- xx. General Sales Tax Registration Number. _____
- xxi. Attach the profile of the agency with the bid.
- xxii. The bidder shall submit its bid with a bid security amounting to **Rs:25,000/-** in the shape of a bank draft/pay order with a validity of 90 days.
- xxiii. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been

completed/finalized.

- xxiv. The bid security of the successful bidder shall be returned on the production of a performance bank guarantee.
- xxv. Selection/Evaluation will be made on the ratio of 30:70 against evaluation (technical and financial) assessment, respectively.
- xxvi. Selected bidders will have to enter into a contract agreement with the procuring agency and shall submit a performance bank guarantee of **Rs:200,000/-** with validity till the period of the contract.

[Signature and date with official Seal]

Mandatory Requirements (Section – A)

Sr. #	Requirements	Yes	No
1	The firm must have a registered office in Karachi or Lahore or Islamabad (Attach relevant documents)		
2	The firm must not be blacklisted by a procuring agency as per PPRA Active Blacklisted firms on its website (Attached affidavit on Rs. 100 legal paper as undertaking)		
3	The firm must be Active Taxpayer for Income Tax and Services Tax (Attach ATL check print of FBR website generated on date of preparation of bid)		
4	Valid Income Tax Registration <i>*Registered for at least last three (03) years</i>		
5	The firm must confirm the acceptance of all requirements of IGNITE (Attached signed and stamped copy of these bidding documents)		

Rating Summary (Section – B)

Sr. #	DESCRIPTION	%	MAX	OBTAINED
1.	Type of Firm <ul style="list-style-type: none"> ➤ Public / Private Limited ➤ Partnership ➤ Proprietorship ➤ None of the above <i>(Please provide certificate of incorporation)</i>	100 80 50 0	5	
2.	Established Offices Registered Offices in (Karachi, Lahore, Islamabad) ☐ Nil <i>(Please provide full details of all offices located across the country)</i>	100 0	5	
3.	Average Annual Turnover in the last 3 years <ul style="list-style-type: none"> ☐ More than 10 million ☐ Between 08 to 09 Million ☐ Between 06 to 07 Million ☐ Between 02 to 05 Million ☐ Less than 02 Million <i>*Please provide three years financial statements/Annual Income Tax Return</i>	100 70 40 30 0	5	
4.	Total work Experience <ul style="list-style-type: none"> ☐ Above 10 years ☐ B/w 5-10 years ☐ B/w 1-4 years ☐ Less than 1 year <i>(Please provide copies of work orders and other related documents)</i>	100 70 30 0	5	
5.	Clientele (Submit list of projects particularly relevant jobs) <ul style="list-style-type: none"> ☐ Government Sector ☐ Private Sector ☐ Others 	100 90 50	5	
6.	Experience of relevant jobs <ul style="list-style-type: none"> ☐ More than 5 years ☐ B/w 2-5 years ☐ B/w 1-2 years ☐ Less than 1 year 	100 90 50 0	5	
	Technical	30		
	Financial	70		
	Grand Total	100		