

**Tender Document**  
**Ignite/Rent-a-Car Service/2024-25/0021 (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 basis.
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 30<sup>th</sup> June 2025.**
11. The said services are initially required for ONE year effective from 01<sup>st</sup> July 2024, further may be extended on the same rates 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 05, 2024] at [10:00 a.m.]

**All proposals are to be submitted on EPADs only. No hard copies of proposal will be accepted.**

**Original Bid security CDR to be submitted at the time of bid opening.**

**Date and Time of Opening of Tender:**

[June 05, 2024] at [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:

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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;**

**Quotation for Car Rental Services INTRACITY (Federal Capital, Four Provinces, AJ&K and GB)**

| Sr. # | Heads to be charged  | Model                        | CC           | Rate | Remarks  |
|-------|--|------------------------------|--------------|------|----------|
| 1.    | Rate/ km Local   | CAR 2021                     | 1300 to 1800 |      |          |
| 2.    | Rate/ hour Local   |                              |              |      |          |
| 3.    | Rate/ km Local   | CAR 2022                     | 1300 to 1800 |      |          |
| 4.    | Rate/ hour Local   |                              |              |      |          |
| 5.    | Rate/ km Local   | CAR 2023-24                  | 1300 to 1800 |      |          |
| 6.    | Rate/ hour Local   |                              |              |      |          |
| 7.    | <b>Hiace/Hiroof:</b> Rate/ km Local  | Available Model 2016 Onwards | 3000         |      |          |
| 8.    | <b>Hiace/Hiroof:</b> Rate/ hour Local  |                              |              |      |          |
| 9.    | <b>Coaster:</b> Rate/ km Local   | Available Model 2016 Onwards | 4200         |      |          |
| 10.   | <b>Coaster:</b> 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.   | <b>Please specify time after that night charges are applicable. In case of non-provision of time night charges will not be applicable.</b> |                              |              |      | 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).*

**Quotation for Car Rental Services INTERCITY (Federal Capital, Four Provinces, AJ&K and GB)**

| Sr. # | Heads to be charged   | Model       | CC        | Rate | Remark(s) |
|-------|-----------------------|-------------|-----------|------|-----------|
| 1     | Rate/ km Outstation   | CAR 2021    | 1300-1800 |      |           |
| 2     | Rate/ hour Outstation |             |           |      |           |
| 3     | Rate/ km Outstation   | CAR 2022    | 1300-1800 |      |           |
| 4     | Rate/ hour Outstation |             |           |      |           |
| 5     | Rate/ km Outstation   | CAR 2023-24 | 1300-1800 |      |           |
| 6     | Rate/ hour Outstation |             |           |      |           |

|    |  |                              |      |  |  |
|----|--|------------------------------|------|--|--|
| 7  | Hiace/Hiroof: Rate/ km Outstation                    | Available Model 2016 Onwards | 3000 |  |  |
| 8  | Hiace/Hiroof: Rate/ hour Outstation                  |                              |      |  |  |
| 9  | <b>Coaster:</b> Rate/ km Outstation                  | Available Model 2016 Onwards | 4200 |  |  |
| 10 | <b>Coaster:</b> 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).*

**Important Notes/ToRs:**

1. Rate(s) should be quoted as per the format above.
2. List of services provided to renowned national & international institutions during the last two years.
3. Every Driver should have a valid driving license and should be well mannered and well disciplined with a proper dress code.
4. Vehicles should have a proper locator/tracker system linked with Google Maps.
5. Drivers should be well versed with Google Maps/pin/GPS/Navigation System to locate the required location(s) during travel.
6. National Tax Number: \_\_\_\_\_
7. General Sales Tax Registration Number. \_\_\_\_\_
8. Attach the profile of the agency with the bid.
9. 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.
10. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
11. The bid security of the successful bidder shall be returned on the production of a performance bank guarantee.
12. Selection/Evaluation will be made on the ratio of 20:80 against evaluation (technical and financial) assessment, respectively.
13. Selected bidders will have to enter into a contract agreement with the procuring agency and shall submit a performance bank guarantee of **Rs:100,000/-** with validity till the period of the contract.

[Signature and date with official Seal]

## Tender Evaluation Form

(To be Filled-in by Ignite-Company)

| S.#              | Criteria  | Points     | Marks obtained | Remarks/Justifications |
|------------------|---|------------|----------------|------------------------|
| <b>TECHNICAL</b> |   |            |                |                        |
| 1                | <b>Profile of the agency:</b><br>i. Certificate of Incorporation<br>NTN Certificate<br>ii. List of existing Clients along with value & duration of contracts (up to max. of 25)   | 5          |                |                        |
| 2                | i. Location of agency office/sub-office<br>ii. Number of branches<br>iii. Number of employees   | 5          |                |                        |
| 3                | <b>Financial Position</b><br>i. Name of Banks<br>ii. Certificate of Financial position from bank<br>iii. Copy of certified Annual Accounts,   | 3          |                |                        |
| 4                | <b>Ownership Details</b><br>Names of Managers/ Owners/ CEO/ Directors/ Partners   | 2          |                |                        |
| 5                | <b>The pool of Cars available</b><br>i. No. of cars at Head office and branch offices<br>ii. Type of Vehicle<br>iii. Number of drivers and other staff at each branch especially literate to use Google Maps.<br>iv. Vehicle Tracking System linked with Google Maps. | 5          |                |                        |
|                  | <b>SUBTOTAL</b>   | <b>20</b>  |                |                        |
|                  | <b>FINANCIAL</b>  | <b>80</b>  |                |                        |
|                  | <b>GRAND TOTAL</b>  | <b>100</b> |                |                        |