



Revenue Division
Federal Board of Revenue
Government of Pakistan

OFFICE OF THE COMMISSIONER (IR)
CHAIRMAN
DEPARTMENTAL PROCUREMENT COMMITTEE
REGIONAL TAX OFFICE, PESHAWAR
Phone No. 091-9216215-9216401

DEPARTMENTAL PROCUREMENT COMMITTEE
REGIONAL TAX OFFICE, PESHAWAR.

Hiring of Vehicles on Rental basis

Principal Method of Procurement

(Single Stage One Envelope)

National Competitive Method

Under Public Procurement Rules, 2004, SROs, Regulations (EPADS)


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Through Principal Method of Procurement
(Single Stage One Envelope Procedure)
National Competitive Bidding

P R E F A C E

Public Procurement in Pakistan is carried out in accordance with the provisions laid down in Public Procurement Regulatory Framework consisting of Public Procurement Ordinance-2002; Public Procurement Rules, 2004 and allied Regulations, Regulatory Guides, and Guidelines (EPADS). It is highlighted that the entire Procurement Process shall be in harmony with the e-Pak Acquisition and Disposal System (EPADS) as notified vide SRO 296(I)/2023, and each part of this RFP document must be read, responded and complied with accordingly.

The request for proposal documents consists of general as well as specific provisions to be applicable **for hiring of Vehicles on Rental basis for Ranger Personnel** deployed for the security of the Monitoring Staff posted in GLTs located at Districts Mardan, Swabi and other locations (on need basis) falling in the jurisdiction of RTO, Peshawar. The specific provisions supplement the general provisions.


CHAIRMAN


MEMBER-I


MEMBER-II

RFP Documents for Hiring of Vehicles on Rental basis

PART-A

BIDDING PROCEDURE & REQUIREMENTS

Section I - Invitation to Proposals

Section II- Instructions to Service Providers (ITSP)

This Section provides information to help service providers prepare their proposals. Information is also provided on the submission, opening, and evaluation of proposals and on the award of contracts. This Section contains provisions that are to be used without modifications.

Section III- Proposal Data Sheet (PDS)

This Section includes provisions specific to procurement and to supplement Section-II, Instructions to Service providers (ITSP). This section may be customized where option is available, in accordance with the requirements of the Procuring Agency.

Section IV - Eligible Country

This Section contains information regarding eligible country.

Section V- Evaluation Criteria, Technical Specifications, Schedule of Requirements

This Section includes details of specifications for Hiring of Vehicles on Rental basis to be hired and the schedule of requirements.

Section VI -Standard Forms

This Section includes the standard forms for the Proposal Submission, Price Schedules, and Proposal Security etc. These forms are to be completed and submitted by the Service Provider as part of its Proposal.


CHAIRMAN


MEMBER-I


MEMBER-II

PART-B

CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section VII - General Conditions of Contract (GCC)

This Section includes the general clauses to be applied in all the contracts. This Section contains provisions that are to be used without modifications.

Section VIII - Special Conditions of Contract (SCC)

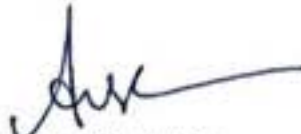
This Section consists of Contract Data and Specific Provisions which contain clauses specific to this contract. This section may be customized where option is available, in accordance with the requirements of the Procuring Agency.

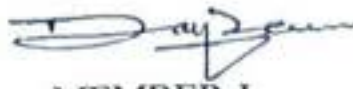
Section IX - Contract Forms

This Section contains forms which, once completed, will become part of the Contract. The form for Performance Guarantee and Integrity Pact will be submitted by the successful Service Provider to whom Letter of Acceptance is issued, before the award of contract.

Integrity Pact

The successful service provider shall be required to furnish Integrity Pact as per the attached format.


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MEMBER-I

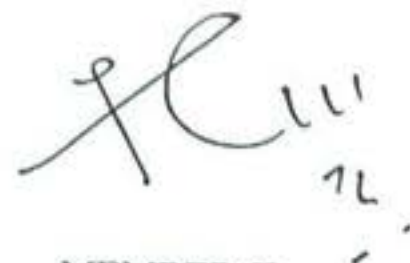

MEMBER-II

TABLE OF CONTENTS

PREFACE

SECTION-I: INVITATION TO PROPOSAL

SECTION-II: INSTRUCTION TO SERVICE PROVIDERS (ITSP)

A. Introduction.....	
B. RFP Documents.....	
C. Preparation of Proposals.....	
D. Submission of Proposals.....	
E. Opening and Evaluation of Proposals.....	
F. Award of Contract.....	

SECTION-III: PROPOSAL DATA SHEET (PDS)

Proposal Data Sheet (PDS)	
A. Introduction.....	
B. RFP documents.....	
C. Preparation of Proposals.....	
D. Submission of Proposals.....	
E. Opening and Evaluation of Proposals.....	
F. Award of Contract.....	

SECTION-IV. ELIGIBLE COUNTRY

SECTION-V: Evaluation Criteria -Eligibility Criteria-
Schedule of Requirement - Scope of work- Technical Criteria

SECTION-VI: PROPOSAL FORMS

Proposal Submission Sheet	
Form of Bid Security.....	
Financial Proposal Submission Form- Price Schedule.....	

SECTION-VII. General Conditions of the Contract

A. General	
1. Definitions	
2. Applicable Law	
3. Language.....	
4. Notices.....	
5. Location	
6. Authorized Representatives / Authority of Member in charge	


CHAIRMAN


MEMBER-I


MEMBER-II

- B. Commencement, Completion, Modification, and Termination of Contract
1. Effectiveness of Contract.....
 2. Commencement of Services
 3. Program
 4. Starting Date/Expiration Date
 5. Entire Agreement.....
 6. Modification.....
 7. Force Majeure.....
 8. Termination.....
 - C. Obligations of the Service Provider
 1. General
 2. Conflict of Interests.....
 3. Confidentiality
 4. Insurance to be Taken Out by the Service Provider
 5. Service Provider's Actions Requiring Procuring Agency's Prior Approval
 6. Reporting Obligations
 7. Performance Guarantee
 8. Fraud and Corruption
 9. Sustainable Procurement
 - D. Service Provider's Personnel
 1. Description of Personnel
 2. Removal and/or Replacement of Personnel.....
 - E. Obligations of the Procuring Agency
 1. Assistance and Exemptions
 2. Change in the Applicable Law
 3. Services and Facilities.....
 - F. Payments to the Service Provider
 1. Contract Price
 2. Terms and Conditions of Payment.....
 3. Currency of Payment.....
 - G. Quality Control.....
 1. Identifying Defects
 2. Correction of Defects, and.....

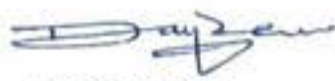
SECTION-VIII. SPECIAL CONDITIONS OF CONTRACT

SECTION IX: CONTRACT FORMS.....

Special condition of Contract- Form of Contract.....

Performance Guarantee Form and Integrity Form.....

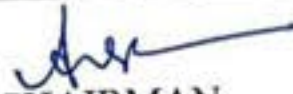

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MEMBER-I

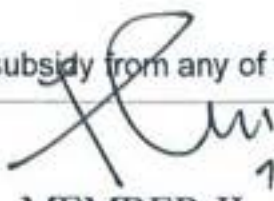

MEMBER-II

SECTION-II:-**INSTRUCTION TO SERVICE PROVIDERS (ITSP)****A:- Introduction**

Scope of Proposal	The Procuring Agency (PA), as indicated in the Proposal Data Sheet (PDS), invites proposals for hiring of Vehicles on Rental basis for Ranger Personnel deployed for the security of the Monitoring Staff posted in GLTs located at Districts Mardan, Swabi and other locations (on need basis) falling in the jurisdiction of RTO, Peshawar. These accommodations are required for rangers deployed to provide security for Monitoring Staff posted in (GLTs) located in Districts Mardan, Swabi, and other locations as needed within the jurisdiction of RTO, Peshawar. The evaluation criteria, specifications, and schedule of requirements are detailed in the accompanying documentation. The name, identification, and number of items/deliverables are provided in the PDS. This procurement will follow the Single Stage One Envelope procedure using the open competitive method. The successful service provider will be expected to deliver services within the specified period and timeline(s) as stated in the PDS.
Source of Funds	Source of funds under the relevant Head of Account.
Eligible Service providers	A Service provider may be natural person, company or firm or public or semi-public agency of Pakistan in accordance with the terms and conditions of the Contract.
	The invitation for proposal is open to all prospective service providers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business.
	A Service Provider shall not have a conflict of interest. All Service providers found to have a conflict of interest shall be disqualified. A Service Provider may be considered to have a conflict of interest with one or more parties in this Bidding process, if they: a) Are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the Services to be purchased under this Invitation for Proposal. b) Have controlling shareholders in common; or c) Receive or have received any direct or indirect subsidy from any of them; or


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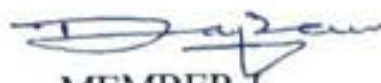

MEMBER-II

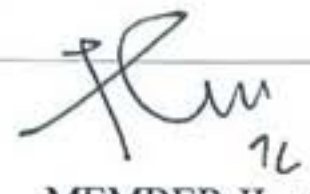
	d) Have the same legal representative for purposes of this Proposal; or e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Proposal of another Service provider, or influence the decisions of the Procuring Agency regarding this Bidding process; or f) Submit more than one Proposal in this Bidding process.
	A Service Provider may be ineligible if – (a) He is declared bankrupt or, in the case of company or firm, insolvent; (b) Payments in favor of the Service Provider is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property; (c) Legal proceedings are instituted against such Service Provider involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; (d) The Service Provider is convicted, by a final judgment, of any offence involving professional conduct; (e) The Service Provider is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of proposal securing declaration. (f) The firm, service provider and contractor is blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them.
	Service Provider shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
	Service Provider shall provide such evidence of their continued eligibility to the satisfaction of the Procuring Agency, as the Procuring Agency shall reasonably request.
One Proposal per Service provider	A Service Provider shall submit only one Proposal, in the same bidding process, individually.
	A person or a Service Provider cannot be a sub-contractor with more than one Service Provider in the same bidding process.
Cost of Bidding	The Service provider shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. RFP Documents

Contents of Request for Proposal Document	The Services required, bidding procedures, and terms and conditions of the contract are prescribed in the RFP Documents. In addition to the Invitation for Proposal, the RFP documents issued in accordance with ITSP include: Section I -Invitation to Proposals Section II Instructions to Service Providers (ITSP) Section III Proposal Data Sheet (PDS) Section IV Eligible Country Section V Evaluation Criteria, Specifications, Schedule of Requirements Schedule of Requirements. Section VI Proposal Forms Section VII General Conditions of Contract (GCC) Section VIII Special Conditions of Contract (SCC)
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MEMBER-I


MEMBER-II

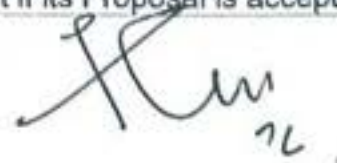
	Section IX Contract Forms
	The Procuring Agency is not responsible for the completeness of the RFP documents, if they were not downloaded from PPRA's website.
	The Service provider is expected to examine all instructions, forms, terms and specifications in the RFP documents. Failure to furnish all the information required in the RFP documents will be at the Service provider's risk and may result in the rejection of his Proposal.
Clarification of RFP documents	A prospective Service provider requiring any clarification of the RFP documents may notify the Procuring Agency in writing form that provides a record of the content of communication at the Procuring Agency's address indicated in the PDS .
	The RFP Documents are clear and explicit therefore will not be further modified except for arithmetic errors.

C. Preparation of Proposals

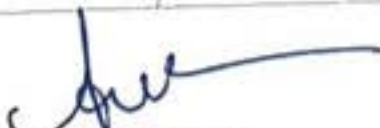
Language of Proposal	The Proposal prepared by the Service provider, as well as all correspondence and documents relating to the Proposal exchanged by the Service provider and the Procuring Agency shall be written in the English language unless otherwise specified in the PDS. Supporting documents and printed literature furnished by the Service provider may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless otherwise specified in the PDS , in which case, for purposes of interpretation of the Service provider, the translation shall govern.
Documents Constituting the Proposal	The Proposal prepared by the Service provider shall constitute the following components: - - Form of Proposal and Proposal Prices completed in accordance with ITSP. - Details of the Sample(s) where applicable and requested in the PDS. - Documentary evidence established in accordance with ITSP that services to be provided by the Service provider are eligible services and conform to the RFP documents. - Documentary evidence established in accordance with ITSP that the Service provider is eligible and/or qualified for the subject bidding process. - Documentary evidence established in accordance with ITSP that the Service provider has been authorized to provide the services in Pakistan. - Proposal security or Proposal Securing Declaration furnished in accordance with ITSP. - Duly Notarized Power of Attorney authorizing the signatory of the Service provider to submit the proposal; and - Any other document required in the PDS.
Documents Establishing Eligibility of the Services and Conformity to RFP documents	To establish the conformity of the Non-Consulting Services to the RFP document, the Service provider shall furnish as part of its Proposal the documentary evidence that Services provided conform to the technical specifications and standards. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Service provider may offer other standards of quality provided that it demonstrates, to the Employer's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified the Section VII, Employer's Requirements. The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.
Documents	Pursuant to ITSP the Service provider shall furnish, as part of its Proposal, all those documents establishing the Service provider's eligibility to participate in the bidding process and/or its qualification to perform the contract if its Proposal is accepted.


CHAIRMAN

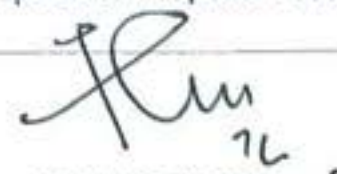

MEMBER-I


MEMBER-II

Establishing Eligibility and Qualification of the Service provider	The documentary evidence of the Service provider's qualifications to perform the contract if its Proposal is accepted shall establish to the satisfaction of Procuring Agency that: a) the Service provider has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in PDS. b) that the Service provider meets the qualification criteria listed in the Proposal Data Sheet.
Form of Proposal	The Service provider shall fill the Form of Proposal furnished in the RFP documents. The Proposal Form must be completed without any alterations to its format and no substitute shall be accepted.
Proposal Prices	The Proposal Prices quoted by the Service provider in the Form of Proposal and in the Price Schedules shall conform to the requirements specified below in ITSP or exclusively mentioned hereafter in the RFP documents. All items in the Schedule of Requirement must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced or explicitly denied, their prices shall be construed to be included in the prices of other items. The Proposal price to be quoted in the Form of Proposal in accordance with ITSP shall be the total price of the Proposal, excluding any discounts offered. The Service provider shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Proposal price of the services to be provided under the contract. Prices quoted by the Service provider shall be fixed during the Service provider's performance of the contract and not subject to variation on any account. A Proposal submitted with an adjustable price will be treated as non-responsive and shall be rejected. If so indicated in the Invitation to Proposals and Instructions to Service providers, that Proposals are being invited for individual contracts or for any combination of contracts (packages), Service providers wishing to offer any price reduction for the award of more than one contract shall specify in their Proposal the price reductions applicable to each package, or alternatively, to individual contracts within a package.
Proposal Currencies	Prices shall be quoted in Pakistani Rupees unless otherwise specified in the PDS.
Proposal Validity Period	Proposals shall remain valid for the period specified in the PDS after the Proposal submission deadline prescribed by the Procuring Agency. A Proposal valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of Proposal validity will be determined from the complementary proposal securing instrument i.e. the expiry period of Proposal Security or Proposal Securing Declaration as the case may be. Under exceptional circumstances, prior to the expiration of the initial Proposal/Bid validity period, the Procuring Agency may request the Service providers' consent to an extension of the period of validity of their Proposal/Bid only once, for the period not more than the period of initial proposal/bid validity. The request and the Service Providers responses shall be made in writing forms that provide record of the content of communication. The Bid Security provided under ITSP shall also be suitably extended. A Service provider may refuse the request without forfeiting its proposal security or causing to be executed its Proposal Securing Declaration. A Service provider agreeing to the request will not be required nor permitted to modify its Proposal but will be required to extend the validity of its Proposal/Bid Security or Proposal/Bid Securing Declaration for the period of the extension, and in compliance with ITSP in all respects.
Proposal Perform	Pursuant to ITSP unless otherwise specified in the PDS , the Service provider shall furnish as part of its Proposal, a Proposal/Bid Security 2% of the estimated cost of bid and in form of currency specified in Pakistani rupees or Proposal Securing Declaration on specified format.


CHAIRMAN


MEMBER-I


MEMBER-II

ance Security	The Proposal/Bid Security or Proposal/Bid Securing Declaration is required to protect the Procuring Agency against the risk of Service provider's conduct which would warrant the security's forfeiture. The Proposal/Bid Security @2% of the estimated cost of bid shall be denominated in the local currency, and it shall be a Pay Order/CDR in the name of the DDO, RTO, Peshawar and will be revalidated as when required beyond the end of the validity of the Proposal. This shall also apply if the period for Proposal/Bid Validity is extended. In either case, the form must include the complete name of the Service provider. The Proposal/Bid Security or Proposal/Bid Securing Declaration shall be in accordance with the Form of the Proposal/Bid Security or Proposal Securing Declaration mentioned. The Proposal/Bid Security shall be payable with bid submission before closing date of bid submission mentioned in EPADS regulations. Any Proposal not accompanied by a Proposal/Bid Security or Proposal Securing Declaration in accordance with ITSP shall be rejected by the Procuring Agency as non-responsive, pursuant to ITSP. Unsuccessful Service providers' Proposal/Bid Security will be discharged or returned as promptly as possible, however in no case later than 180 days after the expiration of the period of Proposal Validity prescribed by the Procuring Agency pursuant to ITSP. The Procuring Agency shall make no claim to the amount of the Proposal Security, and shall promptly return the Proposal Security document, after whichever of the following that occurs earliest: (a) the expiry of the Proposal/Bid Security; (b) 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 Proposal documents. (c) the rejection by the Procuring Agency of all Proposals. (d) the withdrawal of the Proposal prior to the deadline for the submission of Proposals, unless the Proposal documents stipulate that no such withdrawal is permitted. The successful Service provider's Proposal Security will be discharged upon the Service provider signing the contract or furnishing the Performance Guarantee and Integrity pact.
	The Proposal/Bid Security may be forfeited or executed: a) if a Service provider: i) withdraws its Proposal during the period of Proposal Validity as specified by the Procuring Agency, and referred by the service provider on the Form of Proposal except as provided for in ITSP or ii) does not accept the correction of errors pursuant to ITSP or b) in the case of a successful Service provider, if the Service provider fails: i) to sign the contract in accordance with ITSP or ii) to furnish Performance Guarantee (10%) in accordance with ITSP. The security proposal shall be valid for a period specified in PDS. Proposals with shorter Proposal/Bid security validity period shall be rejected straight away.
Alternative Proposals by Service providers	Service providers shall submit offers that comply with the requirements of the RFP documents, including the basic Service provider's technical design as indicated in the specifications and Schedule of Requirements. Alternatives will not be considered, unless specifically allowed for in the PDS. If so allowed, ITSP shall prevail.
Withdrawal , Substitutio n, and Modification of Proposals	Before proposal submission deadline, any service provider may withdraw its Proposal after it has been submitted.


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MEMBER-I


MEMBER-II

D. Submission of Proposals

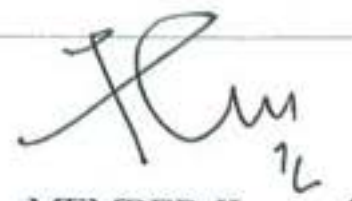
Deadline Submission Proposals	for of	Proposals shall be received by the Procuring Agency through EPADS form not later than the date and time specified in the PDS .
		The Procuring Agency may, in exceptional circumstances and at its discretion, extend the deadline for the submission of Proposals with ITSP in which case all rights and obligations of the Procuring Agency and Service providers previously subject to the deadline will thereafter be subject to the new deadline.
Late Proposals		The Procuring Agency shall not consider for evaluation any Proposal that uploaded after the deadline for submission of Proposals, in accordance with ITSP .
Withdrawal Proposals	of	A Service provider may withdraw its Proposal after it has been submitted before deadline of the submission of Proposal.

E. Opening and Evaluation of Proposals

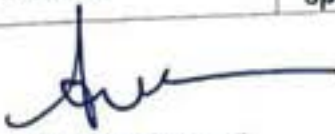
Opening Proposals	of	The Procuring Agency will open all Proposals in public, in the presence of Service providers' or their representatives who choose to attend, and other parties with a legitimate interest in the Proposal proceedings at the place, on the date and at the time, specified in the PDS . The Service providers' representatives present shall sign a register as proof of their attendance.
		The Procuring Agency will open the Proposals in public at the address, date and time specified in the PDS in the presence of Service Providers' designated representatives who choose to attend and other parties with a legitimate interest in the Proposal proceedings.
		The envelopes holding the Proposals shall be downloaded at a time, and the following read out and recorded: (a) the name of the Service provider; (b) the presence of a bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
		The Procuring Agency shall prepare minutes of the Proposal opening. The record of the Proposal opening shall include, as a minimum: the name of the Service provider and whether or not there is a withdrawal, substitution or modification, the Proposal price if applicable, including any discounts and alternative offers and the presence or absence of a Proposal Security or Proposal Securing Declaration.
		The Service providers' representatives who choose to present shall be requested to sign on the attendance sheet. A copy of the record shall be distributed to all the Service providers.
Confidentiality		Information relating to the examination, clarification, evaluation and comparison of Proposals and recommendation of contract award shall not be disclosed to Service providers or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.
		Any effort by a service provider to influence the Procuring Agency processing of Proposals or award decisions may result in the rejection of its Proposal.


CHAIRMAN

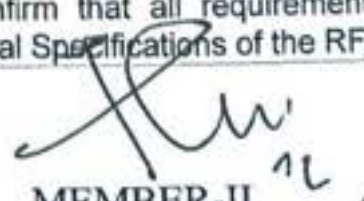

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MEMBER-II

Clarification of Proposals	To assist in the examination, evaluation and comparison of Proposals of the Service providers, the Procuring Agency may, ask any service provider for a clarification of its Proposal including breakdown of prices. Any clarification submitted by a Service provider that is not in response to a request by the Procuring Agency shall not be considered. The request for clarification and the response shall be in writing forms that provide record of the content of communication. No change in the prices or substance of the Proposal shall be sought, offered, or permitted. The alteration or modification in the PROPOSAL which in any way affect the following parameters will be considered as a change in the substance of a proposal: a) evaluation & qualification criteria; b) required scope of work or specifications; c) all securities requirements; d) tax requirements; e) terms and conditions of RFP documents. f) change in the ranking of the service provider From the time of Proposal opening to the time of Contract award if any Service provider wishes to contact the Procuring Agency on any matter related to the Proposal it should do so in writing forms that provide record of the content of communication.
Preliminary Examination of Proposals	Prior to the detailed evaluation of Proposals, the Procuring Agency will determine whether each Proposal: a) meets the eligibility criteria defined in ITSP; b) has been prepared as per the format and contents defined by the Procuring Agency in the RFP documents; c) has been properly signed; d) is accompanied by the required securities; and e) is substantially responsive to the requirements of the RFP documents. The Procuring Agency's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one which conforms to all the terms, conditions, and specifications of the RFP documents, without material deviation or reservation. A material deviation or reservation is one that: - a) affects in any substantial way the scope, quality, or performance of the Services; b) limits in any substantial way, inconsistent with the RFP documents, the Procuring Agency's rights or the Service providers obligations under the Contract; or c) if rectified, would affect unfairly the competitive position of other Service providers presenting substantially responsive Proposals. The Procuring Agency will confirm that the documents and information specified under ITSP have been provided in the Proposal. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Service providers, the Proposal shall be rejected. If a Proposal is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be evaluated for complete technical responsiveness.
Examination of Terms and Conditions; Technical Evaluation	The Procuring Agency shall examine the Proposal to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Service provider without any material deviation or reservation. The Procuring Agency shall evaluate the technical aspects of the Proposal submitted in accordance with ITSP to confirm that all requirements specified Schedule of Requirements, Technical Specifications of the RFP


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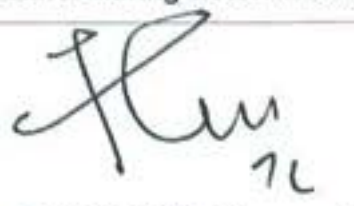

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MEMBER-II

	documents have been met without material deviation or reservation. (as per Schedule of Requirements).
	If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Proposal is not substantially responsive in accordance with ITSP it shall reject the Proposal.
Correction of Errors	Proposals determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: - - 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; - 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 - Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern. - Where there is discrepancy between grand total of price schedule and the amount mentioned on the Form of Proposal, the amount referred in Price Schedule shall be treated as the correct subject to elimination of other errors. The amount stated in the Proposal will be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and, with the concurrence of the Service provider, shall be considered as binding upon the Service provider. If the Service provider does not accept the corrected amount, its Proposal will then be rejected, and the Proposal/Bid Security may be forfeited or the Proposal Securing Declaration may be executed in accordance with ITSP.
Conversion to Single Currency	To facilitate evaluation and comparison, the Procuring Agency will convert all Proposal prices expressed in the amounts in various currencies in which the Proposal prices are payable. For the purpose of comparison of proposals quoted in different currencies, the price shall be converted into a single currency specified in the RFP documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) proposals specified in the RFP documents, as notified by the State Bank of Pakistan on that day.
Evaluation of Proposals	The Procuring Agency shall evaluate and compare only the Proposals determined to be substantially responsive, pursuant to ITSP. In evaluating the Technical Proposal of each Proposal, the Procuring Agency shall use the criteria and methodologies listed in the Evaluation Criteria and in terms of Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.
Determination of Most Advantageous Proposal	Most Advantageous Bid procedure in accordance with the criteria referred in the PDS or prescribed in the separate section titled as Evaluation Criteria.
Abnormally Low Financial Proposal	Where the Proposal price is considered to be abnormally low, the Procuring Agency shall perform price analysis either during determination

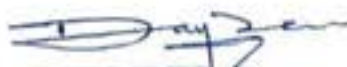

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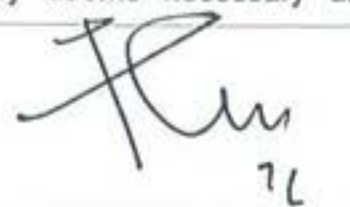

MEMBER-I


MEMBER-II

	of Most Advantageous Proposal or as a part of the post-qualification process. The following process shall apply: (a) The Procuring Agency may reject a Proposal if the Procuring Agency has determined that the price in combination with other constituent elements of the Proposal is abnormally low in relation to the subject matter of the procurement (i.e. scope of the procurement or ancillary services) and raises concerns as to the capability and capacity of the respective Service provider to perform that contract; (b) Before rejecting an abnormally low Proposal the Procuring Agency shall request the Service provider an explanation of the Proposal or of those parts which it considers contribute to the Proposal being abnormally low; take account of the evidence provided in response to a request in writing; and subsequently verify the Proposal or parts of the Proposal being abnormally low; (c) The decision of the Procuring Agency to reject a Proposal and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the Service provider concerned. (d) The Procuring Agency shall not incur any liability solely by rejecting abnormal Proposal; and (e) An abnormally low Proposal means, in the light of the Procuring Agency's estimate and of all the Proposals submitted, the Proposal appears to be abnormally low by not providing a margin for normal levels of profit. In order to identify the Abnormally Low Proposal (ALP) following approaches can be considered to minimize the scope of subjectivity: (i) Comparing the proposal price with the cost estimate. (ii) Comparing the proposal price with the proposals offered by other service providers submitting substantially responsive proposals; and (iii) Comparing the proposal price with prices paid in similar contracts in the recent past either government- or development partner-funded.
	The Procuring Agency will determine to its satisfaction whether the Service provider that is selected as having submitted the most advantageous Proposal is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITSP. The determination will take into account the Service provider's financial, experience, technical, and related/production capabilities. It will be based upon an examination of the documentary evidence of the Service provider's qualifications submitted by the Service provider, as well as such other information as the Procuring Agency deems necessary and


CHAIRMAN


MEMBER-I


MEMBER-II

	appropriate. Factors not included in these RFP documents shall not be used in the evaluation of the Service providers' qualifications.
	Procuring Agency may seek "Certificate for Independent Price Determination" from the Service provider and the results of reference checks may be used in determining an award of contract.
	Explanation: The Certificate shall be furnished by the service provider. The service provider shall certify that the price is determined by keeping in view all of the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.
	An affirmative determination will be a prerequisite for award of the contract to the Service provider. A negative determination will result in rejection of the Service provider's Proposal, in which event the Procuring Agency will proceed to the next ranked service provider to make a similar determination of that Service provider's capabilities to perform satisfactorily.

F. Award of Contract

Criteria of Award	Subject to ITSP the Procuring Agency will award the Contract to the Service provider whose Proposal has been determined to be substantially responsive to the RFP documents and who has been declared as Most Advantageous Service provider , provided that such Service provider has been determined to be: a) eligible in accordance with the provisions of ITSP; b) is determined to be qualified to perform the Contract satisfactorily; and c) free of arithmetical errors.
Procuring Agency's Right to reject All Proposals	Notwithstanding ITSP the Procuring Agency reserves the right to reject all the proposals and to annul the procurement process at any time prior to acceptance of the proposal(s), without thereby incurring any liability to the affected Service provider or Service providers. Notice of the rejection of all Proposals shall be given promptly to all Service providers that have submitted Proposals. The Procuring Agency shall upon request communicate to any Service provider the grounds for its rejection of its Proposals but is not required to justify those grounds.
Procuring Agency's Right to Vary Quantities at the Time of Award	The Procuring Agency reserves the right at the time of contract award to increase or decrease the requirement of related services originally specified in these RFP documents (schedule of requirements) without any change in unit price or other terms and conditions of the Proposal and RFP documents.
Notification of Award	Prior to the award of contract, the Procuring Agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the proposals. Where no complaints have been lodged, the Service provider whose Proposal has been accepted will be notified of the award by the Procuring


CHAIRMAN


MEMBER-I


MEMBER-II

	Agency prior to expiration of the Proposal/Bid Validity period in writing forms that provide record of the content of communication. The Letter of Acceptance will state the sum that the Procuring Agency will pay the successful Service provider in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).
	The notification of award will constitute the formation of the Contract, subject to the Service provider furnishing the Performance Guarantee in accordance with ITSP and signing of the contract in accordance with ITSP .
	Upon the successful Service provider's furnishing of the Performance Guarantee pursuant to ITSP the Procuring Agency will promptly notify each unsuccessful Service provider, the name of the successful Service provider and the Contract amount and will discharge the Proposal/Bid Security or Proposal/Bid Securing Declaration of the Service providers pursuant to ITSP .
Signing of Contract	Promptly after notification of award, Procuring Agency shall send the successful Service provider the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.
Performance Guarantee	After the receipt of the Letter of Acceptance, the successful Service provider, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee 10% of the contract amount in the form stipulated in the PDS and SCC , denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.
	If the Performance Guarantee is provided by the successful Service provider and it shall be in the form specified in the PDS .
	Failure of the successful Service provider to comply with the requirement of ITSP 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 Service provider or call for new Proposals.
Arbitrator	The Arbitrator shall be appointed by mutual consent of both parties. Arbitration Act, 1940 shall be applicable and binding on both parties.


CHAIRMAN


MEMBER-I


MEMBER-II

SECTION-III:-**PROPOSAL DATA SHEET (PDS)**

The following specific data for the Hiring of Vehicles on Rental basis to be procured shall complement, supplement, or amend the provisions in the Instructions to Service Providers (ITSP). Whenever there is a conflict, the provisions herein shall prevail over those in ITSP.

PDS Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Service Provider
<u>A. INTRODUCTION</u>	
1.	Name of Procuring Agency: RTO, Peshawar. The subject of procurement is: Hiring of Vehicles on Rental basis Period for Provision of Services: 01 Year subject to satisfactory performance during the terms of contract. Expected commencement date for Hiring of Vehicles on Rental basis will be intimated to be successful bidder.
2.	Financial year for the operations of the Procuring Agency: FY 2026-2027. Name and identification number of the Contract: Hiring of Vehicles on Rental basis

B.RFP documents

3.	The number of documents to be completed and uploaded on EPADS
4.	The address for clarification of submission of bid and RFP documents is: RTO, Peshawar. Contact Person: Deputy Commissioner (IR) Member, DPC Ph# 091-9216215-9216401

C. PREPARATION OF PROPOSALS

5.	The Language of all correspondences and documents related to the Proposal shall be English
6.	The price shall be fixed.
7.	Currency of the Proposal shall be Pakistani Rupees;
8.	The Performance Security / Bank Guarantee validity period shall be 180 days.
9.	The amount of Bid Security shall be 2% of the estimated cost of bid. The currency of the Proposal Security shall be Pakistani Rupees.
10.	The Proposal Security shall be in the form of Bank Guarantee
11.	The Performance Security/ Guarantee (10%) shall be valid for twenty-eight (28) days beyond the expiry of the Proposal validity period
12.	Alternative Proposals to the requirements of the RFP documents will not be permitted.


CHAIRMAN


MEMBER-I


MEMBER-II

D. Submission of Proposals

1.	The bids will be opened publicly by the Procurement Committee on <u>07.09.2026</u> at 11.30 Hours, in the conference room of RTO Peshawar in the presence of service providers or its authorized representatives who choose to attend the opening session.
2.	Title of the subject Procurement: Hiring of Vehicles on Rental Basis for RTO, Peshawar.
3.	The Proposal opening shall take place at RTO, Peshawar.
4.	Open competitive method for eligible service providers.
5.	Most Advantageous bid selection will be adopted.
6.	The Performance guarantee shall be 10% of the contract amount .
7.	The Performance Guarantee shall be acceptable in the form of Bank Guarantee.

E. Opening and Evaluation of Proposal

1.	The Proposal opening shall take place at RTO, Peshawar and as per advertisement date, time and venue (if applicable).
2.	Open competitive method for eligible service providers.
3.	Most Advantageous bid selection will be adopted

F. Award of Contract

1.	The Performance Guarantee shall be 10% of the Contract Price.
2.	The Performance Guarantee shall be acceptable in the form of Bank Guarantee.
3.	Negative determination will result in rejection of the Service provider's Proposal, in which event the Procuring Agency will proceed to the next ranked service provider to make a similar determination of that Service provider's capabilities to perform satisfactorily.
4.	Arbitrator shall be appointed by mutual consent of both the parties. Arbitration Act, 1940 shall be applicable and binding on both parties.


CHAIRMAN


MEMBER-I


MEMBER-II

SECTION -IV.ELIGIBLE COUNTRY

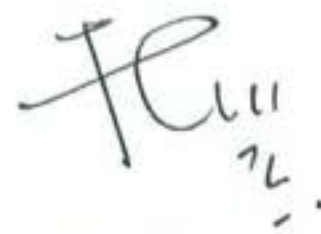
All the service providers are allowed to participate in the subject procurement with Pakistan nationality.



CHAIRMAN



MEMBER-I



MEMBER-II

SECTION- V:EVALUATION CRITERIA

1. A Proposal determined as not substantially responsive will be rejected. Service providers need to fulfill all the Eligibility/Minimum- Qualification Criteria in accordance with the relevant provisions of Evaluation Criteria in addition to substantive compliance.
2. The service provider must submit bid on the EPADS, scheduled date and time specified in the PPRA'S website and advertisement (if applicable). Bids that are not submitted in time shall be treated as non-responsive and shall be rejected straightaway.
3. Proposals will be evaluated on the Most Advantageous Bid technique.
4. Service Provider not conforming to the eligibility and mandatory requirement shall not be considered for further evaluation.
5. The contract will be awarded to the "Most Advantageous Service provider" after meeting all other requirements mentioned in this document.
6. The evaluation criteria will be determined on the provision of Schedule of Requirements.



CHAIRMAN



MEMBER-I



MEMBER-II

Eligibility Criteria

The criteria specified below is mandatory and must be fulfilled by the service provider. Non-compliance with any of the clauses below shall result in rejection of the Proposal.

S.No	Minimum Qualifications Criteria	Documentary proof to be submitted
1)	The Service provider shall be-incorporated under the provisions of Companies Act, 2017 for the last five years or more. Or a statutory organization like SECP, Registrar of Firms etc and must be registered for sales tax and Income tax with FBR and Provincial revenue authorities and should be on the active taxpayer list of any/every applicable taxpayer list. Or A Registered Supplier.	Certificate of Incorporation Attested copies of STRN, NTN and others required Certificates
Financial Stability		
2)	The Service provider shall have an average annual turnover of at least 20 Million PKR for the last three financial years. The average turnover refers to the individual Bidder and not the composite turnover of its affiliates, subsidiaries / parent company (ies) etc.	Audited Financial Statements or statutory auditor certificate specifying the net worth for the specified year.


CHAIRMAN


MEMBER-I


MEMBER-II

Experience		
3)	Service providers shall have at least 02 years of experience of providing Vehicles on Rental basis and shall have delivered the services.	Certificate of Incorporation
4)	Number of Clients in the last three years shall be Minimum 07.	Work Order/ Signed Copy of Contract/ required to be furnished.
Resources		
5)	The Service Provider shall have a Maximum resource person for rendering required services.	Details of the Persons must be provided.
Office Location		
6)	The Service provider shall have an office in any province or ICT, Islamabad in Pakistan.	To be established from SECP Documents
Non-Blacklisting Declaration		
7)	The Service Provider shall not be blacklisted by any procuring agency in Pakistan as well as by any international organization in last 5 years.	Undertaking by the Service Provider on Stamp Paper of Rs-100/


CHAIRMAN


MEMBER-I


MEMBER-II

Schedule of Requirements

TWENTY (20) Vehicles on Rental Basis with detailed specifications are required

No. of Vehicles	Specifications
20	• Double Cab Dala • Engine: 2.0L(2000 CC) or above Petrol/Diesel engine. • Fuel System: Common-rail. • Drive Train: Part-time 4WD (H2, H4, L4). • Transmission: 4-speed Automatic. • Horsepower: 100 HP or above • Fuel Tank Capacity: 50 liters and above. • Steering: Rack & Pinion, Hydraulic Power Steering. • Model 2018 and above. • Documents: Valid Registration, Insurance and road worthiness certificate. • Power window, central locking system, Seat belts, Airbags, ABS Brakes, Reverse Camera, Spare Tyre. • The contractor shall bear all maintenance cost and related expenses. RTO, Peshawar shall not entertain any claims. • Fuel will be provided by the Procuring Agency. • Driver's pay/wages and any other expenses shall be borne by the contractor. The driver must have a valid driving license and minimum of three years' experience in Government/Semi-Government, Autonomous, Semi-Autonomous, Public Sector and other reputed organizations / departments. • Availability of Vehicle with driver will be 24/7. • Duty station: Within KPK. • GPS Navigation and Bluetooth Connectivity.


CHAIRMAN


MEMBER-I


MEMBER-II

Price Schedule

1	2	3	4	5	6
S.No	Item Name	Complete Description	Qty	Unit Price with All Taxes per month / annum	Total Price with all Taxes per month / annum
1	Double Cab Dala	Double Cab Dala Engine: 2.0L (2000 CC) or above Petrol/Diesel engine. Fuel System: Common-rail. Drive Train: Part-time 4WD (H2, H4, L4). Transmission: 4-speed Automatic. Horsepower: 100 HP or above Fuel Tank Capacity: 50 liters and above. Steering: Rack & Pinion, Hydraulic Power Steering. Model 2018 and above. Documents: Valid Registration, Insurance and road worthiness certificate. Power window, central locking system, Seat belts, Airbags, ABS Brakes, Reverse Camera, Spare Tyre. The contractor shall bear all maintenance cost and related expenses. RTO, Peshawar shall not entertain any claims. Fuel will be provided by the Procuring Agency. Driver's pay/wages and any other expenses shall be borne by the contractor. The driver must have a valid driving license and minimum of three years experience in Government/Semi-Government, Autonomous, Semi- Autonomous, Public Sector and other reputed organizations / departments. Availability of Vehicle with driver will be 24/7. Duty station: Within KPK. GPS Navigation and Bluetooth Connectivity.	20		

Note:

- The price quoted shall be in Pak Rupees i.e. inclusive of all applicable Federal/Provincial/ICT taxes per month/annum.
- The number of Vehicles can be increased / decreased.
- Please indicate the rent of each Vehicle separately.

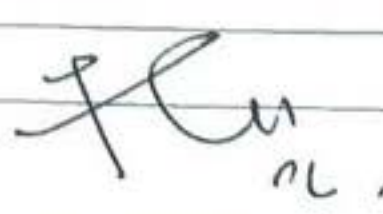
Total Amount of bid Per Month in Figures-----

Total Amount of bid Per Month in Words-----

Signature of authorized person-----


CHAIRMAN


MEMBER-I


MEMBER-II

SCOPE OF WORK

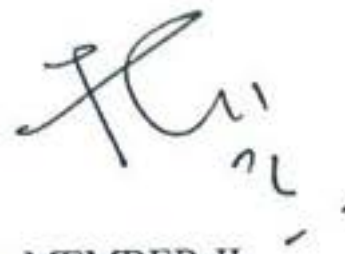
1. RTO, Peshawar intends to hire services of a contractor for provision of hiring of Vehicles on Rental Basis as detailed in Schedule of Requirements for RTO, for Ranger Personnel deployed for the security of the Monitoring Staff posted in GLTs falling in the jurisdiction of RTO Peshawar located in district Mardan and Swabi and other locations within KPK.



CHAIRMAN



MEMBER-I



MEMBER-II

Responsibilities:

In addition to the services to be performed by the service provider specified in schedule of requirements, the service provider shall be provided at no additional cost to the specified and other locations within KPK and falling in the jurisdiction of RTO, Peshawar including transportation and wages or any other as necessary to adequately fulfill its obligation.

- a) The Contractor/ Service Provider shall not in any manner indulge in any unionism nor have any linked activity with RTO, Peshawar employees for price, delivery or any other cost etc. out of scope of the signed contract.
- b) The Contractor/ Service Provider shall not in any case communicate with the RTO, Peshawar management regarding their service matters that is the sole responsibility of the contractor/service provider out of the scope of the signed contract.


CHAIRMAN


MEMBER-I


MEMBER-II

SECTION VI:

Proposal Submission Sheet

Date: _____

Contract: _____

No.: _____

To: _____

I/We, the undersigned, declare that:

- (a) We have examined and have no reservations for the RFP document;
- (b) We offer to provide Hiring of Vehicles on Rental basis in conformity with the RFP document and in accordance with the delivery schedule specified in the Schedule of Requirements, the following Services:
- (c) Our Proposal shall be valid for a period of _____ days from the date fixed for the proposal submission deadline in accordance with the RFP document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Proposal is accepted, we commit to obtain a **Performance Guarantee in the amount of 10 Percent** of the Contract Price for the due performance of the Contract.
- (e) The rates quoted by us are fixed valid for one year and binding upon us for the entire period of contract.
- (f) We are not participating, as Service providers, in more than one Proposal in this bidding process, other than alternative offers in accordance with the RFP document.
- (g) Our Service Provider, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by any Government, public sector, bilateral, multilateral agency in Pakistan.

Name _____

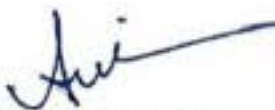
E-mail: _____

In the capacity of _____

Signed _____

Duly authorized to sign the Proposal for and on behalf of _____

Date _____


 CHAIRMAN


 MEMBER-I


 MEMBER-II

Form of Bid Security

[insert Bank's Name, Branch Code and Address of Issuing Branch or Office]

Beneficiary: *[insert amended Address of Procuring agency]*

Date: *[insert date]*

BID GUARANTEE No.: *[insert number]*

I/We have been informed that *[insert name of the Service provider]* (hereinafter called "the Service Provider") has submitted to you its proposal dated *[insert date]* (hereinafter called "the Proposal") for the execution of *[insert name of contract]*. Furthermore, I/we understand that, according to your conditions, proposals must be supported by a Bid Guarantee. At the request of the Service provider, we *[insert name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures]* *[insert amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Service provider is in breach of its obligation(s) under the proposal conditions, because the Service provider:

- (a) has withdrawn its Proposal during the period of Bid validity specified by the Service provider in the Form of Proposal; or
- (b) having been notified of the acceptance of its Proposal by the Procuring agency during the period of proposal validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Guarantee, in accordance with the ITSP.

This guarantee will expire:

(a) if the Service Provider is not the successful Service Provider, upon our receipt of copies of the contract signed by the Service Provider and the Performance Guarantee issued to you upon the instruction of the Service Provider; and

(b) if the Service Provider is not the successful Service Provider, upon the earlier of:-
(i) our receipt of a copy your notification to the Service Provider of the name of the successful Service Provider; or (ii) twenty-eight days after the expiration of the Service Provider's proposal.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

Name: _____

E-mail: _____

In the capacity of: _____

Signed: _____

Duly authorized to sign the Bid Security for and on behalf of: _____

Date: _____


CHAIRMAN


MEMBER-I


MEMBER-II

Financial Proposal Submission Form

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sirs:

I/We, the undersigned, offer to provide the Hiring of Vehicles on Rental basis as per Schedule of Requirements for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date]

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, [Insert "including" or "excluding"] of all indirect local taxes.

Our Financial Proposal shall be fixed for one year.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

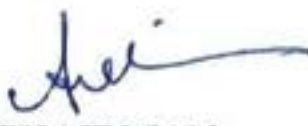
Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____


CHAIRMAN


MEMBER-I


MEMBER-II

Part-B	GENERAL CONDITIONS OF CONTRACT
A- GENERAL	
Definitions	The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified by the procuring agency
Language	The Contract as well as all correspondence and documents relating to the Contract exchanged between the Service Provider and the Regional Tax Office, Peshawar, shall be written in English language unless otherwise stated in documents.
Notices	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, or facsimile to such Party at the address specified in the bidding documents.
Location	The Services shall be performed at such locations as Procuring Agency may approve and as specified in the documents.
Authorized Representatives / Authority of Member in charge	Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by Procuring Agency or the Service Provider may be taken or executed by the service provider specified in documents.


CHAIRMAN


MEMBER-I


MEMBER-II

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

Effectiveness of Contract	This Contract shall come into effect on the date the Contract is signed by both the parties and such other later date as may be stated in documents.
Commencement of Services	The Service Provider shall confirm the availability of staff for carrying out the services not later than the number of days after the effective date as specified by RTO, Peshawar.
Program	Before commencement of the Services, the Service Provider shall submit to the Regional Tax Office, Peshawar 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 by RTO, Peshawar.
Starting Date/Expiration Date	The Service Provider shall start carrying out the services within three days (03) after the date the contract becomes effective, or at such another date as may be specified in documents. Unless terminated earlier pursuant hereof, this contract shall expire at the end of such time period after the effective date as specified in contract.
Entire Agreement	This contract contains all covenants, stipulations and provisions agreed upon 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.
Force Majeure	Definition For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. 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. Extension of Time Any period within which a Party 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. Payments During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider 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. All payments will be made as per Federal Government Policy and the release of budget.

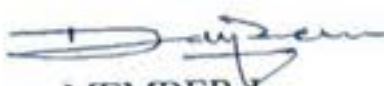

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MEMBER-I


MEMBER-II

<u>Termination</u>	<u>By the Procuring Agency</u> 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 Service Provider 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). (a) If the Service Provider fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension. (b) If the Service Provider becomes (or, if the Service Provider 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; (c) If the Service Provider fails to comply with any final decision reached as a result of arbitration proceedings; (d) If, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days; (e) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract; Service Provider may have subsequently approved in writing) following the receipt by the Procuring Agency of the Service Provider's notice specifying such breach.
	<u>By the Service Provider</u> The Service Provider 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. (a) If the Procuring Agency fails to pay any money due to the Service Provider pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Service Provider that such payment is overdue. (b) If, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days. (c) If the Procuring Agency fails to respond to the outstanding dues. (d) 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 Service Provider may have subsequently approved in writing) following the receipt by the Procuring Agency of the Service Provider's notice specifying such breach.


CHAIRMAN


MEMBER-I


MEMBER-II

C- Obligations of the Service Provider

General	Standard of Performance - The Service Provider shall perform the Vehicles on Rental basis 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, materials and methods. The Service Provider shall always act, in respect to any matter relating to this contract or to the services, as a faithful services provider and adviser to the Regional Tax Office, Peshawar, and shall at all times support and safeguard the Procuring Agency's interests. - The Service Provider shall provide qualified and experienced personnel to carry out the required services. Law Applicable to Services The Service Provider 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 its compliance
Service Provider's Actions Requiring Regional Tax Office, Peshawar's Prior Approval	The Service Provider shall obtain RTO, Peshawar's prior approval in writing before taking any of the following actions: - Changing the Program of activities; and - Any other action that may be specified in documents.
Performance Guarantee	Within three days from the issuance of acceptance letter from the Regional Tax Office, Peshawar, the successful Service Provider shall furnish the Performance Guarantee in the shape of bank guarantee. The proceeds of the Performance Guarantee shall be payable to the Regional Tax Office, Peshawar as compensation for any loss resulting from the services provider failure to complete its obligations under the Contract. The Performance Guarantee shall be denominated in the currency or in a freely convertible currency acceptable to the Regional Tax Office, Peshawar and shall be in the acceptable form as specified in documents. The Performance Guarantee shall be charged by the Regional Tax Office, Peshawar and returned to the services provider not later than thirty (30) days after end of contract.
Fraud and Corruption	The Regional Tax Office, Peshawar requires the services provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity, or fee.
Sustainable Procurement	The Service Provider shall conform to the sustainable service's contractual provisions.


CHAIRMAN


MEMBER-I


MEMBER-II

D- Service Provider Description

Description Services	The titles agreed with job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of provision of Vehicles on Rental Basis.
Removal and/or Replacement of Personnel	Except as the Procuring Agency may otherwise agree, no changes shall be made in the hiring of vehicles as specified in schedule of requirements. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Vehicle, the Service Provider shall provide as a replacement a Vehicle of equivalent or better specifications. If the Procuring Agency finds that any Service Provider's personnel have (i) committed serious misconduct or have been charged with having committed criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel/driver, then the Service Provider shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a driver with qualifications and experience acceptable to the Procuring Agency. The Service Provider shall have no claim for additional costs arising out of or incidental to any change of Vehicle and driver or replacement. The cost shall be borne by the Contractor/Service Provider.

E- Obligations of the Procuring Agency

Assistance and Exemptions	The Procuring Agency shall make its best efforts to ensure that the Government shall provide possible assistance as and when required.
Services and Facilities	The Procuring Agency shall make available to the Service Provider and the Experts, for the purposes of guidance, facilities and property as and when required at the times and in the manner specified in the Terms of Reference.


CHAIRMAN

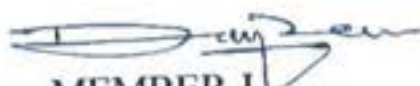

MEMBER-I


MEMBER-II

F- Payments to the Service Provider

Contract Price	The price payable shall be in Pakistani Rupees.
Terms and Conditions of Payment	Payments will be made to the Service Provider according to the payment subject to the availability of funds and the release policy of the Federal Government issued from time to time and as per the actual invoice submitted by the service provider. Any other payment shall be made after the conditions listed in the SCC for such payment have been met.
Currency of Payment	Any payment under this Contract shall be made in the Pakistani currency (ices) specified in the SCC.


CHAIRMAN

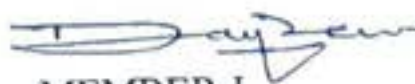

MEMBER-I


MEMBER-II

G- Quality Control

Identifying Defects	The principle and modalities of Inspection of the Services shall be checked by the Procuring Agency of the Service Provider's performance and notify him of any Defects that are found. Such checks shall not affect the Service Provider's responsibilities. The Procuring Agency may instruct the Service Provider 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.
Correction of Defects, and Lack of Performance Penalty	The Procuring Agency shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended on the desire of a procuring agency within the length of time. If the Service Provider 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 Service Provider will pay this amount, and a Penalty for Lack of Performance.


CHAIRMAN


MEMBER-I


MEMBER-II

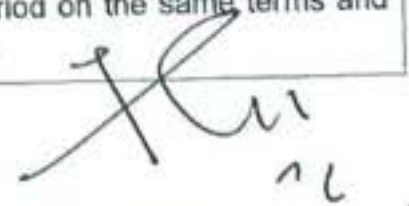
SPECIAL CONDITIONS OF CONTRACT

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 General Conditions of Contract.

Number of SCC	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.	Applicable/Governing Law: The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.
2.	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.
3.	Notices: The addresses for the notices are: The Commissioner (IR) Chairman Departmental Procurement Committee, RTO, Jamrud Road, Peshawar Ph# 091- 9216215-9216401 The Contractor/ Service Provider: [Name, address and telephone number]. The Contractor/ Service Provider's Representative(s) [Name, address, telephone number and e-mail address]
4.	The Authorized Representatives are: For the Regional Tax Office, Peshawar: The Commissioner (IR) Chairman Departmental Procurement Committee, RTO, Jamrud Road, Peshawar Ph# 091- 9216215 For the Service Provider: Name: Designation: Address: Phone/Mobile No. E-mail:
5.	Effectiveness of the contract The Contractor/Service Provider shall be effective within 03 days from the date of signature of the contract by both parties
6.	Commencement of Services: The Contractor/ Service Provider shall provide Vehicles on a Rental basis within three days from signing of contract.
7.	Expiration of Contract: The time period shall be one year from the date of signing the contract agreement and may be extended for further period on the same terms and conditions subject to the consent of both parties.


CHAIRMAN


MEMBER-I


MEMBER-II

8.	Termination: In the event of termination of the contract due to any reason, the Service Provider shall be responsible for providing to RTO, Peshawar Services, till the time of end of first year. The termination shall be considered by the committee after completion of one term.
9.	Conflict of Interest: The Regional Tax Office, Peshawar reserves the right to determine on a case-by-case basis whether the Service Provider should be disqualified from providing services due to a conflict of nature described.
10.	Liquidated Damages: If the Service Provider 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 Service Provider shall pay to Procuring Agency as Liquidated Damages at a rate of 0.2% to 10% of the performance guarantee, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by Procuring Agency.
11.	Performance Guarantee: The amount of performance guarantee shall be 10% of the contract amount in the shape of Bank Guarantee.
12.	Payment terms: Payment will be made to the Service Provider against the procured services according to the actual invoice submitted by the service provider against the services provided and as per the available budget and release policy of federal government for the financial year 2026-27.
13.	Currency of Payment: All the payment to be released to the contractor/ service provider shall be in Pakistani Rupees.
14.	Identifying Defects: The Procuring Agency reserves the right at any time to inspect the operational rented vehicles and services being provided by the contractor.


CHAIRMAN


MEMBER-I


MEMBER-II

SECTION-IX:
Form of Contract

THIS AGREEMENT made the ____ day of _____ 20____ between RTO, Peshawar (Federal Department) of Pakistan (hereinafter called "the Procuring Agency") of the one part and [name of Service provider] of [city and country of Service provider] (hereinafter called "the Service provider") of the other part:

WHEREAS the Procuring Agency invited Proposals for Hiring of Vehicles on Rental basis Services, viz., [brief description of services] and has accepted a Proposal by the Service provider for the Hiring of Vehicles on Rental basis in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").


CHAIRMAN


MEMBER-I


MEMBER-II

NOW THIS CONTRACT WITNESSED 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: -
 - (a) form of Contract;
 - (b) Form of Proposals and the Price Schedule submitted by the Service provider;
 - (c) Schedule of Requirements;
 - (d) Technical Specifications;
 - (e) Special Conditions of Contract;
 - (f) General Conditions of the Contract;
 - (g) Procuring Agency's Letter of Acceptance/Offer Letter
 - (h) Other if, mentioned in bidding documents
3. In consideration of the payments to be made by the Procuring Agency to the Service provider as hereinafter mentioned, the Service provider hereby covenants with the Procuring Agency to hire Vehicles on Rental basis 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 Service provider in consideration of the hiring of Vehicles on Rental basis 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 where of 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 Services Provider)

Witness to the signatures of the Service provider:


CHAIRMAN


MEMBER-I


MEMBER-II

Performance Guarantee

To: [name of Procuring Agency]

WHEREAS [name of Service provider] (hereinafter called "the Service provider") has undertaken, in pursuance of Contract No. [reference number of the contract] dated [insert date] for provision of hiring of Vehicles on Rental basis (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Service provider shall furnish you with a Bank Guarantee (10% of the contract amount) by a reputable bank for the sum specified therein as Performance Security for compliance with the Service provider's performance obligations in accordance with the Contract.

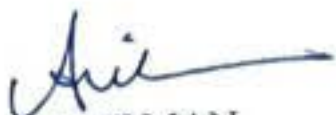
AND WHEREAS we have agreed to give the Service provider a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service provider, 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 Service provider 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]


CHAIRMAN


MEMBER-I


MEMBER-II

INTEGRITY PACT**DECLARATION OF TAXES/DUTIES FEES, COMMISSION AND BROKERAGE ETC. PAYABLE
BY THE SUPPLIER OF SECURITY SERVICE PROVIDER CONTRACTS**

Contract _____

Dated _____

Contract Value : _____

[To be filled in at the time of signing of Contract] Contract Title: _____

[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 or any administrative subdivision or Department thereof or any other entity owned or controlled by Government through any corrupt business practice.

Without limiting the generality of the foregoing, [name of supplier] represents and warrants that it has fully declared the taxes and duties 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 consultation 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 Government, 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 Government and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

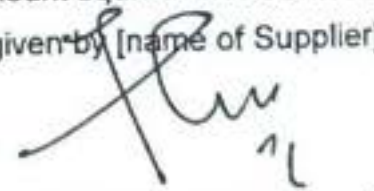
[name of supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty.

It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to Government under any law, contract or other instrument, be voidable at the option of Government.

Notwithstanding any rights and remedies exercised by Government in this regard, [name of supplier] agrees to indemnify Government for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier]


CHAIRMAN


MEMBER-I


MEMBER-II

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 Government.

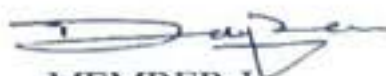
Procurement Agency.

Name and address of Procuring Agency	Signature of the Officer	Stamp of the Authorized Officer

Bidder's Detail:

Name and address of Bidder	Signature of the Bidders/Authorized representative	Approved/ Authorized Stamp of the Bidder


CHAIRMAN


MEMBER-I


MEMBER-II

CONTRACT AGREEMENT
(Terms and Conditions)

WHEREAS to hire Vehicles on Rental basis for the Ranger personnel and Monitoring staff falling in jurisdiction of RTO, Peshawar. The First Party, Regional Tax Office, Peshawar hired the service to day _____.

AND WHEREAS the Second Party, Services Provider is engaged in the business offering such services through its Contract, concept.

AND WHEREAS on the said representations of the Second Party, the First Party has accepted the offer of the Second Party and agreed to permit the Second Party to provide Vehicles on Rental basis services on the terms and conditions recorded hereunder:

NOW THIS AGREEMENT WITNESSES AS UNDER:

The Contract is effective from date of signing and valid initially for period of one year, which shall be monitored by the RTO and shall be terminated automatically.

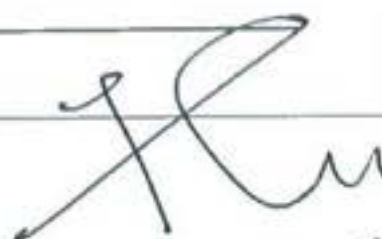
Both parties are bound to abide by the following terms & conditions of the Contract Agreement:

1. Service Provider shall be bound to start delivery as per detailed schedule of requirements.
2. Location of movement for the hired vehicle shall be decided by the procuring agency within KPK.
3. The Contractor shall abide by the instructions issued by the RTO and others if any for the safeguarding of government exchequer issued by the procuring agency from time to time.
4. The Procuring Agency shall make available to the Service Provider and the Experts, for the purposes of guidance, facilities and property as and when required.
5. In case of breach of contract agreement, the matter shall be referred to the authorized committee for early resolution.
6. RTO reserves the right to cancel this contract at one month's notice and this notice shall not be liable to be challenged in any court of law.

FIRST PARTY	SECOND PARTY
Signature _____	Signature _____
Name _____	Name _____
Designation _____	Designation _____
Stamp _____	Stamp _____
Address _____	Postal Add _____


CHAIRMAN


MEMBER-I


MEMBER-II

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for Provision of Vehicles on Rental basis for the Ranger personnel and Monitoring staff falling in jurisdiction of RTO, Peshawar. Interested Bidders can download bidding documents from PPRA's website on or before opening of the bid as scheduled along with submission of bid security of 2% of the estimated cost of bid in shape of pay order / bank draft to be drawn in the name of DDO, Procuring Agency. Advertisements can also be downloaded from PPRA's website (if applicable). The most advantageous bid shall be accepted as per detailed criteria prepared and made part of applicable documents pertaining to applicable Rules, SROs, Instructions and enforced Policies of the Federal Government.

Negative determination will result in rejection of the Service provider's Proposal, in which event the Procuring Agency will proceed to the next ranked service provider to make a similar determination of that Service provider's capabilities to perform satisfactorily.

Schedule for opening the bids is as below for information of all interested bidders: -

2. DATE, TIME & VENUE FOR SUBMISSION OF BIDDING DOCUMENTS

Name of Procuring Agency: RTO, Peshawar.

Last date for submission: 07/09/2026 at 11:00 AM

Opening Date & Time: 07/09/2026 at 11:30 AM

Opening Venue: Conference Hall, RTO, Peshawar

Contact Person Member Departmental Procurement Committee

Phone No: 091-9216401- 9216215


CHAIRMAN


MEMBER-I


MEMBER-II

**TERMS & CONDITIONS FOR CONTRACTOR/ SERVICE PROVIDERS FOR
HIRING OF VEHICLES ON RENTAL BASIS ITEMS SUBMISSION.**

Single Stage-One Envelope Bidding Procedure specified in the Public Procurement Rules, 2004, SROs, Regulations and applicable laws shall be followed.

Each bid shall comprise of one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document of PP-Rules, 2004 and EPADS regulations.

All pages to proposals signed and stamped by the bidder shall only be accepted to RTO.

During the evaluation, no amendments in the proposal shall be permitted.

The bidder should quote rates clearly in proposals for each item inclusive of all applicable taxes.

Cutting & over writing shall not be accepted, and such bid shall straight away be rejected.

Bid Security/Earnest money amounting to 2% of the estimated cost of bid in shape of pay order/ bank draft to be drawn in favour of Drawing & Disbursing Officer, RTO, Peshawar required to be submitted with proposals. Submission of Cheque or Cash as an earnest money shall not be accepted.

Earnest Money of un-successful bidder shall be returned after award of contract to the successful bidder warranted under PP-Rules, 2004.

Performance Guarantee amounting 10% of the contract amount of the contract amount shall be provided by the successful bidder in shape of bank guarantee in the name of DDO, RTO, Peshawar at the time of signing of contract agreement and shall be valid for a period of one year.

An affidavit on legal stamp paper (original) shall be provided by the bidder that he/she is not blacklisted from any Government/Semi Government/Autonomous/Semi-Autonomous/ Public sectors organization and other institutions.

The Contractor/ Service Provider must have experience of Two (02) years in the relevant business in a government/ semi government /autonomous/semi-autonomous /universities etc with documentary proof (detail of contract period and completion etc).

The contract shall be awarded initially for a period of a year.

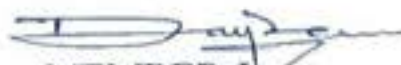
Bid shall be submitted inclusive of GST and all other Federal and Provincial applicable taxes.

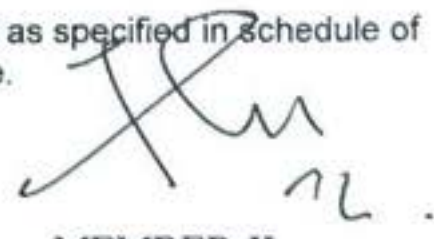
The Contractor/ Service Provider shall be bound to start supply within three days of the receipt of award of contract.

The Contractor/ Service Provider shall not charge any extra amount in shape of service charges i.e. transportation and wages etc.

The Service Provider shall provide the vehicles with requirements as specified in schedule of requirements on his own responsibility and RTO shall not interfere.


CHAIRMAN


MEMBER-I


MEMBER-II

In case of any penalty/ fine imposed by any authority, the Service Provider shall be bound to pay such penalty/ fine. Further, the Service Provider shall also be liable to pay his outstanding dues/penalty/fine in case the contract agreement becomes revoked for any reason. In case of failure to deposit the outstanding liability, the amount shall be recovered/ collected from his performance guarantee already deposited to procuring agency.

Negative determination will result in rejection of the Service provider's Proposal, in which event the Procuring Agency will proceed to the next ranked service provider to make a similar determination of that Service provider's capabilities to perform satisfactorily.

In case of non-payment and production of clearance certificate from the claimant, the amount shall be deducted from Performance Guarantee, and dues shall be paid to the concerned authority.

The contract shall be entered into force for a period of one year and may be extended for a further term on the same terms and conditions, subject to the mutual consent of both parties. The contract shall not be revoked during the first year of execution of contract by the Services Provider. However, in case of unavoidable circumstances the Service Provider shall inform the procuring agency 30 days prior notice. In case of failure to follow, the Service Provider shall have to surrender the performance guarantee, and he shall not be entitled for refund of the Performance Guarantee made to RTO. However, the Procuring Agency shall reserve the right to revoke the contract with advance notice of one month without assigning any reason(s)

The Successful Contractor/ Service Provider shall use only printed invoices showing their NTN, GST and KPRA and other authorities' registration Number allotted by Federal/ Provincial Authorities (if any). Completion of other legal documents required for running such services shall be the sole responsibility of the Contractor/ Service Provider.

RTO reserves the right to accept or reject any or all bids as per rule-33 of PP-Rules, 2004.


CHAIRMAN


MEMBER-I


MEMBER-II