# Tender Document Ignite/Rent-a-Car Service/2023-24/0020 (Proc.) Provision of Car Rental Services

#### **Terms & Conditions:**

- 1. Car rental agency will be responsible to provide its services all over Pakistan.
- 2. Vehicles will be provided according to the client's specifications on need bases.
- 3. In case of a car breakdown or problem with the chauffeur, an immediate replacement will be given by the agency without any additional cost.
- 4. The car rentals must be signed by IGNITE employee and IGNITE will not be responsible for any expense related to the driver (e.g. stay, lunch etc.)
- 5. Payment will be made by the Company at end of every month upon submission of invoices.
- 6. All operational costs e.g. fuel, toll & parking will be catered by the service provider.
- 7. National Tax Number/General Sales Tax registration number issued by the respective departments should be quoted in the bid.
- 8. All Government applicable taxes will be deducted from the service provider's payment.
- 9. This office reserves the right to accept/reject/ any/ all bids or a portion in accordance with PPRA rules.
- 10. The quoted rates will remain valid up to 30<sup>th</sup> June 2024.
- 11. The said services are initially required for ONE year effective from 01<sup>st</sup> July 2023, further may be extended for the next year based on satisfactory performance of the service provider and mutual consent of both parties as per PPRA rules.

## **SUBMISSION OF PROPOSALS: -**

Responses to this Tender are due by **June 20, 2023** at **12 noon.** Late submittals will be rejected. All proposals are to be sealed and addressed to the Manager Procurement:

Date and Time of Submission of Tender: June 20, 2023 at 12 noon

Date and Time of Opening of Tender: June 20, 2023 at 12: 30p.m.

## (To be Filled-in by the Applicant)

Name of the Firm/Agency:
Proprietor/ Partnership:
Address for Communication (postal, email, telephone number):
Permanent Address:
Address of Branch Offices:
*Attach a complete profile of the agency in view of the tender evaluation
ture and date with official Seal of bidder]

## Chauffeur driven vehicles with Fuel, AC and Heater as per the following breakup;

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

<b>Sr.</b> #	Heads to be charged	Model	CC	Rate	Remarks
1.	Rate/ km Local	GA D 2010	1300		
2.	Rate/ hour Local	CAR 2019	to 1800		
3.	Rate/ km Local	G17 2020 21	1300		
4.	Rate/ hour Local	CAR 2020-21	to 1800		
5.	Rate/ km Local	CAD 2022 22	1300		
6.	Rate/ hour Local	CAR 2022-23	to 1800		
7.	Hiace/Hiroof: Rate/km Local	Available Model	•000		
8.	Hiace/Hiroof: Rate/ hour Local	2016 Onwards	3000		
9.	Coaster: Rate/ km Local	Available Model 2016	4200		
10.	Coaster: Rate/ hour Local	Onwards			
11.	Driver's charges for local per night				
12.	Car's charges for local per night				
13.	Hiace/Hi-roof's night stay charges for local per night				
14.	Coaster's night stay charges for local per night				
15.	Please specify time after that night charges are applicable. In case of non-provision of time night charges will not be applicable.				00:00PST

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

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

Sr. #	Heads to be charged	Model	CC	Rate	Remark(s)
1	Rate/ km Outstation	G.17.4040	1200 1000		
2	Rate/ hour Outstation	CAR 2019	1300-1800		
3	Rate/ km Outstation		1.000 1000		
4	Rate/ hour Outstation	CAR 2020-21	1300-1800		
5	Rate/ km Outstation	G + D 2022 22	1200 1000		
6	Rate/ hour Outstation	CAR 2022-23	1300-1800		

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

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

### **Important Notes/ToRs:**

- 1. Rate(s) should be quoted as per the format given above.
- 2. List of services provided to renowned national & international institutions during the last two years.
- 3. Every Driver should have a valid driving license and should be well mannered, well-disciplined with a proper dress code.
- 4. Vehicles should have a proper locator/tracker system linked with Google Maps.
- 5. Drivers should be well versed with Google Maps/pin/GPS/Navigation System to locate the required location(s) during travel.
- 6. National Tax Number: \_\_\_\_\_\_7. General Sales Tax Registration Number. \_\_\_\_\_\_
- 8. Attach a complete profile of the agency in view of the tender evaluation form.
- 9. The bidder shall submit its bid with a bid security amounting to **Rs:25,000/-** in the shape of a bank draft/pay order with a validity of 90 days.
- 10. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
- 11. The bid security of the successful bidder shall be returned on the production of a performance bank guarantee.
- 12. Selection/Evaluation will be made on the bases of 20:80 against evaluation (technical and financial) assessment, respectively.
- 13. Selected bidders will have to enter into a contract agreement with the procuring agency and shall submit a performance bank guarantee of **Rs:100,000/-** with validity till the period of the contract.

[Signature and date with official Seal]

## **Tender Evaluation Form**

(To be Filled-in by Ignite-Company)

(100		by ignite-Company)		Marks			
	<b>S.</b> #	Criteria	Points	obtained	Remarks/Justifications		
TECHNICAL							
1		of the agency:					
		tificate of Incorporation	5				
	NT	N Certificate					
	ii. List	t of existing Clients					
	alor	ng with value &					
		ation of contracts (up to					
	_	x. of 25)					
2		cation of agency	5				
		ce/sub-office					
		mber of branches					
	_	mber of employees					
3		ial Position	3				
		ne of Banks					
		tificate of Financial					
	_	ition from bank					
		by of certified Annual					
		counts,					
4		ship Details	2				
		of Managers/ Owners/					
		Directors/ Partners					
5	_	ol of Cars available	5				
		of cars at Head office					
		branch offices					
		e of Vehicle					
		mber of drivers and					
		er staff at each branch					
		ecially literate to use					
		ogle Maps.					
		nicle Tracking System					
		ted with Google Maps.					
	SUBTOTAL		20				
	FINAN		80				
	GRAN	D TOTAL	100				