

**Tender Document
Ignite/Rent-a-Car Service/2021-22/0056 (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 the IGNITE will not be responsible for any expense related to the driver (e.g. stay, lunch etc.)
5. Payment will be made by the Company at end of every month upon submission of invoices.
6. All operational costs e.g. fuel, toll & parking will be catered by the service provider.
7. National Tax Number/General Sales Tax registration number issued by the respective departments should be quoted in the bid.
8. All Government applicable taxes will be deducted from the service provider's payment.
9. This office reserves the right to accept/reject/ any/ all bids or a portion in accordance with PPRA rules.
10. The quoted rates will remain **valid up to 30th June 2023.**
11. The said services are initially required for ONE year effective from 01st July 2022, further may be extended for the next year based on satisfactory performance of the service provider and mutual consent of both parties.

SUBMISSION OF PROPOSALS: -

Responses to this Tender are due by [15:00 p.m.] on [June 21, 2022]. 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 21, 2022** **at 15:00 p.m.**

Date and Time of Opening of Tender: **June 21, 2022** **at 15:30 p.m.**

(To be Filled-in by the Applicant)

1. Name of the Firm/Agency:

2. Proprietor/Partnership: _____

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

4. Permanent Address:

5. Address of Branch Offices:

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

[Signature and date with official Seal of bidder]

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

Quotation for Car Rental Services INTRACITY (Federal Capital, Four Provinces, AJK & GB)

Sr. #	Heads to be charged	Model	CC	Rate	Remarks
1.	Rate/ km Local	CAR 2019	1300 to 1800		
2.	Rate/ hour Local				
3.	Rate/ km Local	CAR 2020	1300 to 1800		
4.	Rate/ hour Local				
5.	Rate/ km Local	CAR 2021	1300 to 1800		
6.	Rate/ hour Local				
7.	Hiace/Hiroof: Rate/ km Local	New Model	3000		
8.	Hiace/Hiroof: Rate/ hour Local				
9.	Coaster: Rate/ km Local	New Model	4200		
10.	Coaster: Rate/ hour Local				
11.	Driver's charges for local per night				
12.	Car's charges for local per night				
13.	Hiace/Hi-roof's night stay charges for local per night				
14.	Coaster's night stay charges for local per night				
15.	Mention TIME after that is counted as night stay during local use like 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, AJK & GB)

Sr. #	Heads to be charged	Model	CC	Rate	Remark(s)
1	Rate/ km Outstation	CAR 2019	1300, 1500-1800		
2	Rate/ hour Outstation				
3	Rate/ km Outstation	CAR 2020	1300, 1500-1800		
4	Rate/ hour Outstation				
5	Rate/ km Outstation	CAR 2021	1300, 1500-1800		
6	Rate/ hour Outstation				
7	Hiace/Hiroof: Rate/ km Outstation	Latest Model	3000		
8	Hiace/Hiroof: Rate/ hour Outstation				

9	Coaster: Rate/ km Outstation	Latest Model	4200		
10	Coaster: Rate/ hour Outstation				
11	Chauffeur's Outstation charges per day				
12	Vehicle's Outstation charges per day				
13	Hiace/Hi-roof's outstation charges per day				
14	Coaster's outstation charges per day				
15	Mention TIME after that is counted as night stay during outstation use like 00:00PST.				

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

Important Notes:

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 calendar 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 bid security of **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 30:70 against evaluation (technical and financial) assessment, respectively.
13. Selected bidders will have to enter into a contract agreement with the procuring agency and shall submit a performance bank guarantee of **Rs:100,000/-** with validity till the period of the contract.

[Signature and date with official Seal]

Tender Evaluation Form

(To be Filled-in by Ignite-Company)

S.#	Criteria	Points	Marks obtained	Remarks/Justifications
TECHNICAL				
1	Profile of the agency: i. Certificate of Incorporation NTN Certificate ii. List of existing Clients along with value & duration of contracts (up to max. of 25)	10		
2	i. Location of agency office/sub-office ii. Number of branches iii. Number of employees	5		
3	Financial Position i. Name of Banks ii. Certificate of Financial position from bank iii. Copy of certified Annual Accounts,	3		
4	Ownership Details Names of Managers/ Owners/ CEO/ Directors/ Partners	2		
5	The pool of Cars available i. No. of cars at Head office and branch offices ii. Type of Vehicle iii. Number of drivers and other staff at each branch especially literate to use Google Maps. iv. Vehicle Tracking System linked with Google Maps.	10		
	SUBTOTAL	30		
	FINANCIAL	70		
	GRAND TOTAL	100		