

Ignite National Technology Fund

Tender Document

“Provision of Rental Vehicles Services”

Ref No: Ignite/Vehicle - Rental/26-27/002/Proc.

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1. INTRODUCTION

Ignite National Technology Fund is incorporated with the Securities Exchange Commission of Pakistan, under Section 42 of Companies Act 2017 (previously Companies Ordinance 1984) by the Ministry of IT & Telecom, Government of Pakistan. Ignite funds incubation centers and innovative projects which utilize fourth wave technologies to solve local problems and to target opportunities in health, energy, agriculture, telecom, finance and other verticals.

Ignite invites sealed bids from well reputed companies providing rental vehicles, registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) as per scope of work detailed under terms of reference (ToR).

2. BIDDING PROCESS

- a. An open, competitive, and transparent bidding process in accordance with Public Procurement Regulatory Authority (PPRA) Ordinance, 2002, Rules, Regulations and Guidelines made thereunder shall be adopted.
- b. A Single Stage, one Envelope procedures shall be adopted as per Rule 36 (a) of the Public Procurement Rules, 2004. (Hereinafter referred to as “Rules”)
- c. The bid/proposal to be attached on e-Pak Acquisition & Disposal System (**e-PADS**), comprising both the **technical proposal** and the **financial proposal**. **The bidder shall ensure that the attachment of bid/proposal on e-PADS is mandatory, failing which the bid shall be rejected.**
- d. A scanned copy of bid security in the form of a CDR/Pay Order/Demand Draft, in the name of ‘Ignite National Technology Fund’, of value **PKR 500,000/-** (Five Hundred Thousand Only) valid for 180 days must be uploaded on **e-PADS** and **original bid security shall be submitted to the procuring agency any time before the closing time of bid submission, failing which the bid shall be rejected.**
- e. No financial instrument for bid security, or mode of payment, other than that specified in clause (d), shall be acceptable
- f. **For any clarifications, it is mandated that bidders communicate exclusively through e-PADS. Any attempt to utilize alternative modes of contact will result in consequential actions, including potentially disqualification of the bidder(s).**

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3. MANDATORY ELIGIBILITY CRITERIA

Bidders must comply with the following mandatory requirements. Failure to provide the required documentary evidence may render the bid non-responsive and liable for rejection.

Sr. #	Mandatory Eligibility Criteria	Compliance (✓ / X)
1	Valid Certificate of Incorporation from relevant authority/ Registration issued by the Securities and Exchange Commission of Pakistan (SECP), where applicable	
2	Valid NTN Certificate	
3	Valid GST Registration Certificate	
4	The Bidder shall provide an undertaking on letterhead that the Bidder has not been declared blacklisted by any Government/Semi-Government institutions.	
5	The Bidder shall provide an undertaking on letterhead that the Bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned.	
6	Bid Security of PKR 500,000/- in the prescribed form	
7	Minimum five (05) years' experience in vehicle rental services	
8	Declaration that the bidder possesses adequate fleet capacity and operational capability to meet M/s Ignite's requirements (Form D)	
9	It is mandatory for bidders to submit their proposal on EPADs https://eprocure.gov.pk . In case a bid is not submitted on EPADs, it will not be accepted by the Company in hard form.	

Important Notes

- Ignite reserves the right to verify any information or document submitted by the bidder.
- Incomplete proposals or failure to provide mandatory documents may result in rejection of the bid.
- Submission of forged, misleading, or false information shall result in disqualification and may lead to forfeiture of Bid Security and any other action permissible under applicable laws and PPRA Rules.

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4. TECHNICAL EVALUATION

Technical evaluation will be carried out as below:

S.#	Evaluation Criteria	Max Marks	Evaluation Parameters
1	Relevant Experience in Vehicle Services (Refer Form A)	07	15 years or more=7 Marks; 10 to 14 years 5 Marks; 5 to 9 years=3 Marks
2	Client Portfolio & Similar Assignments (Refer Form B)	08	20 or more completed/ongoing contracts during the last 3 years = 8 Marks; 10 to 19 contracts = 5 Marks; 5 to 9 contracts = 2 Mark. Clients should include Corporate Sector entities, Public Sector Entities, MNCs, Embassies, INGOs, Development Sector Partners, International Donor Agencies, or Banking sector, etc
3	Nationwide Presence & Infrastructure (Refer Form C)	10	Office in Islamabad/Rawalpindi = 5 Marks; Presence Provincial Capitals= 4 Marks (1 mark for each province); Offices in any other city = 1 Mark.
4	Financial Strength & Stability (Refer Form D)	05	Audited Financial Statements (Last 3 Years) = 2 Marks; Average Annual Turnover of PKR 100 Million or above during the last three (03) financial years" = 2 Marks Positive Net Worth and Valid Bank Solvency Certificate = 1 Mark.
5	Fleet Strength & Availability with Green Fleet (Refer Form E)	25	Fleet Model 2025 and above for Sedan & Model 2022 for SUV: Fleet 1300C – 1500CC Vehicles 0.2 Mark for each vehicle (Maximum 10 Marks) Fleet 1600C – 1800CC Vehicles 0.2 Mark for each vehicle (Maximum 8 Marks) Fleet 1801CC – 2000CC Vehicles 0.2 Mark for each vehicle (Maximum 5 Marks) Fleet 2001CC and above Vehicles 0.2 Mark for each vehicle (Maximum 2 Marks) Note: A minimum of 20% of the fleet offered under vehicle categories from 1300cc to 2700cc must comprise Hybrid/Electric Vehicles (HEVs)
6	Driver Management (Refer Form F)	5	Driver Management (5 Marks): More than 50 trained drivers = 3 Marks. Drivers possessing valid CNIC, valid Driving License, and minimum 5 years professional driving experience = 2 Marks.
7	Technology & Fleet Monitoring System (Refer Form G)	3	Fleet with 100% GPS Tracking System = 2 Marks; Drivers equipped with Google Maps / Navigation Capability= 1 Marks

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8	Quality, Safety & Environmental/ISO Certifications <i>(Refer Form H)</i>	2	Maximum two (02) active certifications shall be considered. Each valid certification carries one (01) mark.
TOTAL MARKS		60	

Minimum Qualifying Technical Score: Only bidders securing a minimum of 42 out of 60 Marks (70%) in the Technical Evaluation shall be declared technically qualified.

5. FINANCIAL PROPOSAL

Ignite invites sealed bids from well reputed companies providing Rental Vehicles Services, registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) as per scope of work detailed under terms of reference (ToR).

6.1 FINANCIAL PROPOSAL SUBMISSION FORM *(Quoted rates must be valid until June 30th 2027).*

The bidders should submit their Financial Proposal for Provision of Rental Vehicle Services and confirm that:

- *The quoted rates are inclusive of all applicable taxes with provision of the services under this Tender Document.*
- The quoted rates shall remain valid for the period specified in this Tender Document.
- We have read, understood, and accepted all terms and conditions of this Tender Document.

Particulars	Information
Firm / Company Name	
Name of Authorized Representative	
Designation	
Mobile Number	
Email Address	

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

Important Note: Bidders shall quote rates against all applicable vehicle categories. The quoted rates shall be inclusive of fuel, driver charges, accommodation allowance, meal allowance, vehicles maintenance, insurance, and all other operational costs unless specifically stated otherwise in this Tender Document.

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Table A: Schedule of Rates (Daily + KM) for Rental Vehicle Services – INTERCITY (All Pakistan, AJ&K & GB) – Rates shall be quoted inclusive of driver, fuel, and applicable taxes in the format given below:

LOT # 01								
Sr. #	Heads to be charged	Model	Make	Variant	Sedan Segment	CC	Rate (PKR)	Remark(s)
1	Rate /Day Outstation	2025			A	1300		
	Rate/KM Outstation							
2	Rate /Day Outstation	2026				1300		
	Rate/KM Outstation							
3	Rate /Day Outstation	2025			B	1500		
	Rate/KM Outstation							
4	Rate /Day Outstation	2026				1500		
	Rate/KM Outstation							
5	Rate /Day Outstation	2025			C	1600		
	Rate/KM Outstation							
6	Rate /Day Outstation	2026				1600		
	Rate/KM Outstation							
7	Rate /Day Outstation	2025				1800		
	Rate/KM Outstation							
8	Rate /Day Outstation	2026				1800		
	Rate/KM Outstation							
9	Rate /Day Outstation	2025			D	1900 - 2000		
	Rate/KM Outstation							
10	Rate /Day Outstation	2026				1900 - 2000		
	Rate/KM Outstation							
LOT # 02								
Sr. #	Heads to be charged	Model	Make	Variant	SUV Segment	CC	Rate (PKR)	Remark(s)
1	Rate /Day Outstation	2025			C	1500		
	Rate/KM Outstation							
2	Rate /Day Outstation	2026				1500		
	Rate/KM Outstation							
3	Rate /Day Outstation	2025				1800		
	Rate/KM Outstation							
4	Rate /Day Outstation	2026				1800		
	Rate/KM Outstation							
5	Rate /Day Outstation	2025				2000		
	Rate/KM Outstation							
6	Rate /Day Outstation	2026				2000		
	Rate/KM Outstation							

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	Rate/KM Outstation						
7	Rate /Day Outstation	4x 4 2022 onwards			D	2700- 3000	
	Rate/KM Outstation						
8	Rate /Day Outstation	5-door 2022 onwards			E	4000 – 4500	
	Rate/KM Outstation						
9	Rate /Day Outstation	Hiace/ Van 2022 Onwards			F	1998 Onward	
	Rate/KM Outstation						
10	Rate /Day Outstation	Coaster 2022 Onwards				4000 - Onward	
	Rate/KM Outstation						

Note: Financial evaluation shall be conducted separately for each LOT (1&2). The financial score obtained by a bidder in a particular/specified LOT shall be combined with its corresponding technical score for that LOT to determine the overall ranking for LOT 1 & 2 separately. As a result, different bidders may be selected for different LOTS based on the highest combined technical and financial scores achieved in each respective LOT.

Table B: Schedule of Rates (Daily + KM) for Rental Vehicle Services – **INTRACITY** (All Pakistan, AJ&K & GB) – Rates shall be quoted inclusive of driver, fuel, and applicable taxes in the format given below.

LOT # 01								
Sr. #	Heads to be charged	Model	Make	Variant	Sedan Segment	CC	Rate (PKR)	Remark(s)
1	Rate/Day Local	2025			A	1300		
	Rate/KM Local							
2	Rate/Day Local	2026				1300		
	Rate/KM Local							
3	Rate/Day Local	2025			B	1500		
	Rate/KM Local							
4	Rate/Day Local	2026				1500		
	Rate/KM Local							
6	Rate/Day Local	2025			C	1600		
	Rate/KM Local							
7	Rate/Day Local	2026				1600		
	Rate/KM Local							
8	Rate/Day Local	2025				1800		
	Rate/KM Local							
9	Rate/Day Local	2026				1800		
	Rate/KM Local							

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10	Rate/Day Local	2025			D	1900 - 2000		
	Rate/KM Local							
11	Rate/Day Local	2026				1900 - 2000		
	Rate/KM Local							
LOT # 02								
Sr. #	Heads to be charged	Model	Make	Variant	SUV Segment	CC	Rate (PKR)	Remark(s)
1	Rate/Day Local	2025			C	1500		
	Rate/KM Local							
2	Rate/Day Local	2026				1500		
	Rate/KM Local							
3	Rate/Day Local	2025				1800		
	Rate/KM Local							
4	Rate/Day Local	2026				1800		
	Rate/KM Local							
5	Rate/Day Local	2025				1900 - 2000		
	Rate/KM Local							
6	Rate/Day Local	2026				1900 - 2000		
	Rate/KM Local							
7	Rate/Day Local	4x4 2022 onwards			D	2700-3000		
	Rate/KM Local							
8	Rate/Day Local	5 doors 2022 onwards			E	4000 - 4500		
	Rate/KM Local							
9	Rate/Day Local	Hiace/ Van 2022 onwards			F	1998 – onward		
	Rate/KM Local							
10	Rate/Day Local	Coaster 2022 onwards				4000 – onward		
	Rate/KM Local							
11	Driver’s overtime for local after the routine working hours (Rate/Hour)							
12	Please specify time after that night charges are applicable during local travel (intracity) . In case of non-provision of time, night charges will not be applicable.							00:00PST

Note: Financial evaluation shall be conducted separately for each LOT (1&2). The financial score obtained by a bidder in a particular/specified LOT shall be combined with its corresponding technical score for that LOT to determine the overall ranking for LOT 1 & 2 separately. As a result, different bidders may be selected for different LOTS based on the highest combined technical and financial scores achieved in each respective LOT.

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Table C: Schedule of Rates (Monthly + KM) for Rental Vehicle Services on MONTHLY RENTAL BASIS (POOL VEHICLE) INTRACITY (ISB/RWP) with chauffeur & fuel inclusive of applicable taxes.

LOT # 01								
Sr. #	Heads to be charged	Model	Make	Variant	Sedan Segment	CC	Rate (PKR)	Remark(s)
1	Rate/ Month	2025			A	1300		
	Rate/ KM Local							
2	Rate/ Month	2026				1300		
	Rate/ KM Local							
3	Rate/ Month	2025			B	1500		
	Rate/ KM Local							
4	Rate/ Month	2026				1500		
	Rate/ KM Local							
5	Rate/ Month	2025			C	1600		
	Rate/ KM Local							
6	Rate/ Month	2026				1600		
	Rate/ KM Local							
7	Rate/ Month	2025				1800		
	Rate/ KM Local							
9	Rate/ Month	2026				1800		
	Rate/ KM Local							
9	Rate/ Month	2025			D	1900 - 2000		
	Rate/ KM Local							
10	Rate/ Month	2026				1900 - 2000		
	Rate/ KM Local							
LOT # 02								
Sr. #	Heads to be charged	Model	Make	Variant	SUV Segment	CC	Rate (PKR)	Remark(s)
1	Rate/ Month	2025			C	1500		Mention description /detail of each vehicle quoted by the bidders against each
	Rate/ KM Local							
2	Rate/ Month	2026				1500		
	Rate/ KM Local							
3	Rate/ Month	2025				1800		
	Rate/ KM Local							
4	Rate/ Month	2026				1800		
	Rate/ KM Local							

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5	Rate/ Month	2025				1900-2000		Model, Category & CC.
	Rate/ KM Local							
6	Rate/ Month	2026				1900 - 2000		
	Rate/ KM Local							
7	Rate/ Month	4x4 2022 onward			D	2700-3000		
	Rate/ KM Local							
8	Driver's overtime for local after the routine working hours							
9	Driver's overtime for local on public holiday (Saturday, Sunday & gazetted holiday)							

Under Monthly/Pool Rental Vehicle (intracity)

- **Note:** Bidders shall mention complete details of each vehicle quoted against the relevant Model, Category and CC range.
- **Note:** Financial evaluation for Monthly / Pool Vehicles shall be conducted separately for LOT 1 (Sedan) and LOT 2 (SUV). Different bidders may be selected for different LOTS based on the highest combined technical and financial scores.

Financial Proposal Certification

We certify that:

1. The rates quoted above are complete and inclusive of all applicable taxes, duties, fuel, driver charges, accommodation allowance, meal allowance, insurance, maintenance and all other costs associated with provision of the services.
2. No additional charges shall be payable by Ignite other than those expressly provided in the contract.
3. The information provided in this Financial Proposal is true and correct.

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

6. PRE-BID CONFERENCE, SUBMISSION, OPENING AND RECEIPT OF PROPOSALS

1. Pre-bid conference is scheduled at Ignite office **Dated: July 06th 2026 Time: 11:00 am (PST).**
2. The proposal shall be attached/uploaded on e-PADS on **Dated: July 16th 2026 Time: 04:00 pm (PST).**

Head of Procurement Department

Ignite National Technology Fund,

Office, 3rd Floor, Telecom Foundation Complex, Sector G 9/4, Mauve Area Islamabad, Pakistan

Ignite National Technology Fund

Tel: (92-51) 9107441-46 Fax: (92-51) 9107447

Email: procurement@ignite.org.pk

3. Proposals attached on e-PADS shall be opened the same day i.e. **Dated: July 16th 2026 Time: 04:30 pm (PST)** in the presence of all the applicants who chose to be present.

7. HOW BIDS WILL BE EVALUATED

To help bidders understand the evaluation process upfront, bids will be assessed through the following five steps:

1. **Step 1** — Eligibility Review: Bids are checked against the Mandatory Eligibility Criteria provided in Section 5.
2. **Step 2** — Technical Evaluation: Eligible bids are scored against the Technical Evaluation criteria (60 Marks) detailed in Section 8, covering relevant experience, client portfolio, nationwide presence, financial strength, fleet strength, driver management, technology, and certification.
3. **Step 3** — Financial Evaluation: The Financial Proposal (Section 7) of each technically qualified bidder is opened and evaluated.
4. **Step 4** — Combined Scoring (QCBS 60:40): Technical and Financial scores are combined using the Quality and Cost Based Selection (QCBS) method, weighted 60% Technical and 40% Financial, as detailed in Section 8.
5. **Step 5** — Award: The contract shall be the Most Advantageous Bidder(s)/ the highest combined score based on the combined Technical and Financial Score under the QCBS method. The procuring agency may consider multiple vendors for different vehicle categories.

8. BID SECURITY AND PERFORMANCE GUARANTEE

8.1 Bid Security

Each bidder shall submit a Bid Security of **PKR 500,000/- (Five Hundred Thousand Only)** in the form of a Call Deposit Receipt (CDR), Pay Order, Demand Draft, or Banker's Cheque in favour of **"Ignite National Technology Fund"**.

A scanned copy of the Bid Security shall be uploaded on e-PADS along with the proposal. The original Bid Security, valid for 180 days, must be submitted to Ignite before the bid submission deadline. Failure to submit the original Bid Security within the prescribed time shall render the bid non-responsive and liable for rejection.

8.2 Non-Acceptable Forms

Bid Security submitted in any form other than those specified above shall not be accepted.

8.3 Return of Bid Security

The Bid Security of unsuccessful bidders shall be returned after completion of the procurement process and award of contract.

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8.4. Performance Guarantee

The successful bidder(s) shall furnish a Performance Guarantee amounting to PKR 1,000,000/- (One Million Only) in the form of an unconditional Bank Guarantee within the timeframe specified in the Letter of Intent (LoI) or Letter of Award (LoA).

Failure to furnish the required Performance Guarantee within the prescribed time may result in cancellation of the award and forfeiture of Bid Security, in accordance with applicable procurement rules.

8.5. Validity of Performance Guarantee

The Performance Guarantee shall remain valid throughout the contract period and any approved extension thereof.

8.6. Release of Performance Guarantee

The Performance Guarantee shall be released upon successful completion of the contract and settlement of all contractual obligations to the satisfaction of Ignite.

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9. GENERAL CONDITIONS OF DRAFT CONTRACT

9.1 CONTRACT DURATION

The Contract shall be valid till _____ 2027, effective from _____ **2026, tentatively**. It may be extended further subject to satisfactory performance and mutual consent.

9.2 FUEL PRICE ADJUSTMENT

1. The per-kilometer (KM) rates quoted by the Service Provider shall be based on the petrol price officially notified by OGRA on the bid submission closing date ("Base Fuel Price").
2. Any increase or decrease in the OGRA-notified petrol price during the contract period shall result in a proportionate adjustment of the applicable KM rates only.
3. The revised KM rate shall be calculated as follows:
4. Revised KM Rate = Contracted KM Rate × (Current Fuel Price ÷ Base Fuel Price)
5. The adjustment shall become effective from the date of the relevant OGRA notification and shall apply only to services rendered thereafter.
6. The Service Provider shall submit a request along with the relevant OGRA notification for application of the fuel price adjustment.
7. Ignite shall verify the fuel price variation based on official OGRA notifications and determine the revised KM rate accordingly.
8. Only OGRA-notified petrol prices shall be considered for fuel price adjustments under the Contract.

9.3 TAXES AND DUTIES

The Contractor shall be entirely responsible for all taxes, duties, and levies imposed by the Government of Pakistan. All applicable taxes will be deducted at source.

9.4 TERMINATION

Ignite-NTF reserves the right to terminate the contract if the Contractor fails to deliver services as per the Terms of Reference (ToR).

9.5 DISPUTE RESOLUTION

In case of any dispute, the matter shall be referred to arbitration in accordance with the Arbitration Act, 1940. The place of arbitration shall be **Islamabad**.

9.6 FORCE MAJEURE

The Contractor shall not be liable for liquidated damages or termination for default if the delay is the result of an event of Force Majeure (e.g., natural disasters, war).

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10 TERMS & CONDITIONS AND SCOPE OF SERVICES

Ignite invites sealed bids from well reputed companies providing rental vehicles, registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) as per scope of work detailed under terms of reference (ToR).

10.1 Vehicle Specifications & Standards

The Service Provider shall maintain the capacity to provide the following categories of vehicles on a need basis throughout the contract period.

10.2 Sedan/Sedan Vehicles

1. Engine Capacity: 1300cc to 2000cc
2. Model Year: 2025 and upwards
3. Clean, well-maintained, roadworthy, and mechanically sound
4. Fully functional air-conditioning and heating system
5. Airbags and seat belts for all occupants
6. Neat, smoke-free, and odour-free interior
7. Equipped with spare wheel and tool kit
8. Equipped with fire extinguisher and first aid box
9. Equipped with mobile charging facility (USB/Type-C or equivalent)
10. Equipped with GPS tracking/navigation capability

10.3 SUV 4x4 & 5-door Vehicles

1. Suitable for travel to remote, rugged, and off-road locations
2. Model Year: 2022 and upwards
3. Available on demand
4. Fully functional air-conditioning and heating system
5. Equipped with seat belts, airbags, fire extinguisher, first aid box, spare wheel, and tool kit
6. Equipped with GPS tracking/navigation capability

10.4 Hiace / Passenger Vans

1. Available on demand for official visits, field activities, and group transportation
2. Clean, well-maintained, and roadworthy
3. Fully functional air-conditioning system
4. Equipped with seat belts and other safety features

10.5 Coaster / Bus Vehicles

1. Available on demand for workshops, conferences, delegations, events, and group transportation
2. Clean, well-maintained, and roadworthy
3. Fully functional air-conditioning system
4. Equipped with all required safety features
5. Prior to deployment, the Service Provider shall provide the following details to Ignite:

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6. Vehicle Registration Number
7. Make, Model, Variant, Engine Capacity and Year of Manufacture
8. Driver Name
9. CNIC Number
10. Valid Driving Licence Details
11. Any replacement of vehicle or driver during the contract period shall be communicated to Ignite in advance along with the updated supporting documents.

The bidder shall submit valid registration documents for the vehicles offered. Ignite may inspect and verify the vehicles, offices, and relevant records of the bidder during the bidding process or contract period

10.6 Maintenance Responsibility

The Service Provider shall be responsible for all maintenance, repairs, servicing, and upkeep of the vehicles to ensure they remain safe, clean, and roadworthy at all times.

10.7 Vehicle Replacement

In the event of vehicle breakdown, accident, mechanical failure, or driver unavailability, the Service Provider shall provide a replacement vehicle and/or driver of the same or higher category within the following timelines:

1. Within **60 minutes** in Islamabad/Rawalpindi.
2. Within **2 - 3 hours** in other major cities

For remote locations, AJ&K, Gilgit-Baltistan, or areas where immediate replacement is not operationally feasible, the Service Provider shall make best efforts to arrange a replacement at the earliest possible time and keep Ignite informed of the expected arrival time.

Failure to provide a replacement vehicle and/or driver within the applicable timelines may be treated as a service default and may result in penalties in accordance with the contract.

10.8 Insurance & Liability

All vehicles shall remain covered under valid comprehensive insurance throughout the contract period.

The Service Provider shall be fully responsible for any accident, damage, theft, traffic violation, third-party claim, injury, or legal liability arising from the use of the vehicles or drivers.

Ignite shall not be liable for any such claims, losses, damages, or legal matters.

10.9 Maintenance of Log-Book

The Service Provider shall ensure that a log-book is maintained for each vehicle travelling including recording the date, destination, kilometers travelled, and duty timings. The log-book shall be verified by the Ignite authorized user and shall form the basis for invoice verification and payment processing.

10.10 Driver Requirements

Drivers deployed under this contract shall:

1. Possess a valid CNIC and driving licence appropriate for the vehicle being operated.
2. Have a minimum of five (05) years of professional driving experience.

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3. Be medically fit and capable of performing assigned duties.
4. Have no criminal record and provide police verification if required by Ignite.
5. Be familiar with routes within major cities and intercity travel corridors across Pakistan.
6. Be proficient in the use of smartphones, Google Maps, GPS, live location sharing, and navigation applications.
7. Maintain professional conduct, confidentiality, punctuality, and courteous behaviour at all times.
8. Be well-groomed and maintain proper personal hygiene.
9. Comply with all traffic laws and road safety regulations.
10. Refrain from smoking, vaping, consuming alcohol, narcotics, or any prohibited substances while on duty.
11. Avoid the use of mobile phones while driving except through legally permissible hands-free devices.
12. Preferably not exceed fifty-five (55) years of age.
13. Drivers shall wear a neat and professional uniform provided by the Service Provider, comprising at a minimum:
 - a. Company-branded shirt, coat, or waistcoat;
 - b. Formal trousers or Shalwar Kameez with black waistcoat; and
2. Closed formal shoes.

Ignite reserves the right to require replacement of any driver who is found unsuitable due to misconduct, poor performance, unsafe driving practices, lack of professionalism, or non-compliance with the requirements of this contract.

10.11 Driver Accommodation & Expenses

Ignite shall not provide any accommodation, boarding, lodging, meals, travel allowance, daily allowance, or any other expenses for drivers deployed under this contract. All such arrangements and costs shall be the sole responsibility of the Service Provider.

Where overnight stay is required, the Service Provider shall ensure that suitable accommodation is arranged for the driver within a reasonable distance of the location where the Ignite employee is staying, preferably within 15 kilometers (one-way).

10.12 Operational Requirements

The Service Provider shall:

1. Nominate a dedicated focal person available 24/7 for vehicle booking, coordination, emergency support, complaint handling, and contract administration.
2. Ensure timely deployment of vehicles and drivers as requested by Ignite.
3. Maintain adequate backup vehicles and drivers to ensure uninterrupted service.
4. Facilitate transportation services throughout Pakistan, including AJ&K and Gilgit-Baltistan.
5. Support airport transfers, meetings, workshops, conferences, field visits, monitoring missions, and other official events.

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10.13 Vehicle Booking Requests

Vehicle requests may be communicated through email, telephone, WhatsApp, or any other mode specified by Ignite (communication other than email will be documented later on). The Service Provider shall acknowledge the request and ensure deployment of the required vehicle within the timelines prescribed in this tender.

10.14 Operational Costs

The Service Provider shall initially bear all toll taxes, parking charges, and route-related expenses. Such expenses shall be reimbursed by Ignite, where applicable, upon submission of original supporting receipts and approval by the Ignite authorized representative.

10.15 Reporting & Invoicing Requirements

The Service Provider shall submit:

1. Monthly invoices supported by verified Log-book against respective visit.
2. Toll receipts, parking receipts, and other reimbursable expenses, where applicable.
3. Any relevant supporting documents.

10.16 Monthly Rental Vehicles

For vehicles hired on a monthly rental basis:

1. The vehicle shall remain available for Ignite's use throughout the contract period, as required.
2. Drivers shall perform duties up to ten (10) hours per working day. Any duty performed beyond ten (10) hours shall be treated as overtime and paid at the agreed rates.
3. The Service Provider shall provide a replacement vehicle and/or driver of the same or higher category in case of breakdown, accident, maintenance, or driver unavailability.
4. All vehicles shall remain covered under valid comprehensive insurance throughout the contract period.
5. Monthly trip sheets/logbooks, duly verified by the Ignite authorized user, shall be submitted with invoices for payment processing.
6. The Service Provider shall be responsible for all routine and preventive maintenance, including servicing, repairs, tyre replacement, oil changes, and replacement of filters, to ensure safe and uninterrupted operation of the vehicles.
7. The Service Provider shall ensure that all vehicles remain clean, roadworthy, and in good operating condition at all times.

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11 SERVICE LEVEL AGREEMENT (SLA)

The Service Provider shall maintain the following minimum service standards:

Performance Indicator	Target
Vehicle Availability	≥ 98%
Driver Punctuality	≥ 95%
Complaint Resolution	Within 24 Hours
Customer Satisfaction	≥ 90%
Safe Driving Compliance	100%

12 PENALTIES & SERVICE DEFAULTS

The following deductions may be applied in case of service deficiencies:

a. Late Arrival of Vehicle

1. More than 30 minutes delay: 5% deduction from trip invoice.
2. More than 60 minutes delay: 10% deduction from trip invoice.
3. More than 90 minutes delay: No payment shall be made for the trip.

b. Non-Provision of Vehicle

Failure to provide the required vehicle at the communicated date, time, and location, without prior approval or a justifiable reason acceptable to the Client, shall constitute a service default. In such cases, a penalty of PKR 15,000 per occurrence shall be imposed and deducted from the Contractor's pending invoice(s) or any future payment(s) due under the contract.

c. Vehicle Breakdown

1. Failure to provide a replacement vehicle and/or driver within the prescribed timelines there will be no payment.

d. Provision of Incorrect Vehicle Category

1. Provision of a lower category vehicle without prior approval from Ignite: 50% deduction from applicable charges.
2. Provision of an older model vehicle than contracted: 50% deduction from applicable charges.

e. Vehicle Cleanliness

1. PKR 5,000 deduction per verified complaint relating to vehicle cleanliness or hygiene.

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f. Driver Misconduct

1. PKR 10,000 deduction per verified incident.
2. Immediate replacement of the driver may be required by Ignite.

b. Driver Uniform & Appearance

1. PKR 2,500 deduction per occurrence where the driver reports without the prescribed uniform **Repeated Service Failures**
2. Three (03) major service failures in a month may result in issuance of a warning notice.
3. Continued non-compliance or repeated violations may result in contract termination and/or forfeiture of Performance Security.

Form A- Relevant Experience Form

Particulars	Details
Name of Firm / Company	
Year of Establishment / Incorporation	
Total Years of Experience in Vehicle Rental Services	
Total Number of Employee	
Name of CEO – Head of Organization/Company with complete contact information like cell No. email address	
Fleet Manager name & contact detail	

Authorized Representative: _____

Designation: _____

Signature & Company Stamp: _____

Note: Copy of SECP Certificate of Incorporation / Registration Certificate clearly showing the date of incorporation; OR

- Any other statutory registration document clearly establishing the year of commencement of business.
- Company Profile (optional).

Note: Experience shall be calculated from the date of incorporation/registration of the firm up to the bid submission date.

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FORM B- Client Experience & References Form

Sr. No.	Client Name	Sector (Govt./Public Sector/MNC/Embassy/INGO/UN/Corporate)	Contract Period	Contract Value (PKR)	Contact Person & Contact No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Supporting Documents

The bidder shall attach documentary evidence against each client/assignment claimed above in the form of any one of the following:

- Contract Agreement
- Work Order / Purchase Order
- Framework Agreement
- Completion Certificate
- Client Reference Letter

Bidder Declaration

We hereby certify that the information provided above is true and correct. Ignite reserves the right to verify any client reference or supporting document submitted as part of this proposal.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

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Form C- Office Network & Infrastructure Form

A. Head Office Details

Particulars	Details
Company Name	
Head Office Address	
City	
Contact Number & Email Address	
Ownership Status (Owned/Rented)	
Year Office Established	

B. Branch Office Details

Sr. No.	City	Complete Address	Ownership Status (Owned/Rented)	Year Established	Contact Number
1.	Islamabad/Rawalpindi				
2.	Lahore				
3.	Karachi				
4.	Peshawar				
5.	Quetta				
6.	Other City				

Supporting Documents

The bidder shall attach the following documentary evidence for each office claimed:

- Rent Agreement, Lease Agreement, Ownership Documents, or Office Registration Documents.

Bidder Declaration

We hereby certify that the information provided above is true and correct and that all listed offices are operational at the time of bid submission.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

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Form D- FINANCIAL STRENGTH DECLARATION FORM

Financial Information	
FY 2022-23	Annual Turnover (PKR)
FY 2023-24	
FY 2024-25	
Average Annual Turnover	
Supporting Documents Attached	
Document	Attached (✓ / X)
Audited Financial Statements – FY 2022-23	
Audited Financial Statements – FY 2023-24	
Audited Financial Statements – FY 2024-25	
Income Tax Return – FY 2022-23	
Income Tax Return – FY 2023-24	
Income Tax Return – FY 2024-25	
Bidder Declaration	
We hereby certify that the financial information provided above is true, correct, and supported by the attached audited financial statements and tax records. We understand that Ignite reserves the right to verify the information from any relevant source and that submission of false or misleading information may result in disqualification. Authorized Representative: _____ Designation: _____ Signature: _____ Company Stamp: _____ Date: _____	

Ignite National Technology Fund

Form E- Fleet Declaration Form

Sr. #	Make	Model	Variant	Year	CC	Vehicle Reg. #	Hybrid/E V (Y/N)	Ref. Page No.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

(Attach additional sheets in the same format if the fleet offered exceeds the rows above.)

Fleet Summary — Count by CC Bracket

CC Bracket	No. of Vehicles Declared	Marks per Vehicle	Maximum Marks (Bracket)
1300cc – 1500cc		0.2	Max 10 Marks
1600cc – 1800cc		0.2	Max 8 Marks
1801cc – 2000cc (Company-Owned)		0.2	Max 5 Marks
2001cc and above		0.2	Max 2 Marks

Total Vehicles Declared (1300cc – 2700cc): _____

Of which Hybrid/Electric Vehicles (HEVs): _____ (must be $\geq 20\%$ of the total declared in this range, per Note under Criterion 5)

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

Ignite National Technology Fund

Form – F Driver Related Information Form

Sr. No.	Driver Name	CNIC Number	Driving License Number	License Valid Till	Years of Professional Driving Experience	Mobile Number
1						
2						
3						
4						
5						

(Add additional rows if required.)

Summary

Particulars	Details
Total Number of Drivers Available	
Number of Drivers with Valid CNIC	
Number of Drivers with Valid Driving License	
Number of Drivers with Minimum 5 Years Professional Driving Experience	
Number of Drivers Available for Deployment on Short Notice	

Supporting Documents

The bidder shall attach:

- Copy of CNIC of each driver listed above.
- Copy of valid Driving Licence of each driver listed above.
- Driver experience certificate(s), service record(s), or self-certified declaration confirming years of professional driving experience.

Bidder Declaration

We hereby certify that the information provided above is true and correct and that all drivers listed are available for deployment under this contract.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____

Ignite National Technology Fund

Form G-Fleet Technology Compliance Form

Technology Feature	Available (Y/N)	Provider/System Name	If Yes Specify Vehicle Reg.#
GPS Tracking System fitted on 100% of offered fleet			
Navigation System / Google Maps available for drivers			

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____

Ignite National Technology Fund

Form H- Quality, Safety & ISO Certifications Declaration Form

Sr. #	Certification Name & Standard (e.g., ISO 9001:2015)	Certifying Body	Validity (Issue – Expiry)	Ref. Page No.
1				
2				
3				

Signature of Authorized Representative: _____

Company Stamp: _____

Date: _____