



Government of Pakistan  
Pakistan Digital Authority



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**“PRE-QUALIFICATION FOR RENTAL VEHICLE SERVICES FOR PDA OFFICE”**

**Tender ID: PDA/TDRS/ADMIN/VEHICLE/2025-26/02/03**

**Issued at Islamabad**



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## 1. INTRODUCTION

The Government of Pakistan, under the Digital Nation Pakistan Act, 2025, has established the Pakistan Digital Authority (PDA) to lead and implement the country's digital transformation agenda.

PDA invites proposals from well reputed Sole Proprietors/ Firm/Companies registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) companies for provision of car rental services to facilitate its employees (hereinafter referred as "Services"), as and when required basis.

The technically qualified (responsive) applicants will be placed on PDA's panel for the period of one (01 year) to provide the said services to the PDA office on an as-and-when-required basis.

## 2. ELIGIBILITY CRITERIA

Applicants must give compliance to the below mentioned clauses as these are mandatory for being eligible for the bidding process:

Sr.No#	Attributes	Ref. Page no. in proposal
a	Applicants can be a Sole Proprietor/Company/Firm  In case of company, Incorporation certificate issued by Security and Exchange Commission of Pakistan (SECP)  In case of Firm, Form-C issued by registrar of Firms	
b	Valid Registration with FBR for Income Tax purposes and with relevant Tax/Revenue Authority and shall be on Active Taxpayer List (ATL).	
c	The Applicant shall provide an undertaking on letter head/Stamp Paper that the Applicant has not been declared blacklisted by any Government/Semi-Government institutions at the time of proposal opening.	
d	Applicants are required to state, in their proposals, the name, title, contact number and email address of the applicant's authorized representative through whom all communication shall be directed until the process has been completed or terminated	
e	Compliance against each clause and sub-clause of Bidding Document and ToR's must be attached by signing & stamping each page of bidding document and ToR's.	Sign & stamp required on each page of this proposal
f	The applicant/service provider must demonstrate experience in delivering similar services to at least three	



	(03) different organizations. Out of these three, at least one (01) must be a government entity. <b>(For verification, the applicant/service provider shall provide copies of Purchase Orders (POs), Contracts, or Completion Certificates corresponding to each engagement)</b>	
g	Affidavit on page 8	

### 3. INSTRUCTIONS /GENERAL CONDITIONS

- a. The prequalification proposal to be uploaded to e-Pak Acquisition & Disposal System (**e-PADS**), comprising all the required documents. PDA will prequalify and enlist prospective applicants among those who have submitted their proposals in accordance with the requirements of PDA to provide the Services described herein. The Prequalified Applicants shall submit their financials proposals/quotations, on **as and when required basis** and the work/purchase order shall be issued, accordingly to lowest quoted cost provinces-wise.
- b. Proposals shall be submitted in English/Urdu language.
- c. The Agreement shall be executed for a period of one (1) year as an 'Closed Framework Agreement' in accordance with PPRA Rule 2004, clause 16A. The Applicants shall comply with all terms and conditions stipulated therein.
- d. Any matter not expressly covered under this document shall be interpreted in accordance with the provisions of the applicable "Guidelines for Standard Bidding Documents" issued by the Authority. These guidelines shall serve as the reference for any clarification or interpretation required during this process.
- e. All prices mentioned in the Financial Proposal shall be in Pak Rupees (PKR) **and inclusive of all applicable taxes**.
- f. The prequalification or enlistments of Applicants does not constitute or create a retainership.
- g. Each page of this pre-qualification document shall be signed by an authorized representative of the Applicant. The representative's authorization shall be confirmed by Letter of Authorization on official letter head of the applicant accompanying the proposal.
- h. In case of any grievances against this document, the applicant shall seek clarification within the first three (3) days of the publication of this tender. Beyond this period, no grievances regarding this document will be entertained. All grievances shall be recorded through e-PADS
- i. For clarification on any item of this document, the applicant may send written queries, up till five (05) days before the proposal submission date.
- j. All clarifications will be communicated to the registered Applicants through e-PADS.



- k. PDA may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- l. The applicants shall bear all costs associated with the preparation and submission of their respective bids and PDA will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- m. Applicants are under obligation to read and understand complete prequalification documents/bid documents, PDA shall not be responsible towards the Applicants for any of their claim or complaint which may arise as a result of non-reading or misreading the bid documents/information package by Applicants.
- n. PDA is the originator of information package/bidding documents, any clarification or interpretation communicated by PDA, whether in response of a query or otherwise, shall be deemed final, conclusive and will remain unquestioned.
- o. PDA requires that Applicants, observe the highest standard of ethics during the procurement and execution of such contract. In pursuit of this policy, the PDA:
  - I. Defines, for the purposes of this provision, the terms set forth below as follows:
  - II. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - III. “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - IV. “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - V. “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - VI. “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede PDA investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- p. PDA will reject a proposal for award if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.
- q. Applicants are required to state, in their proposals, the name, title, contact number and email address of the applicant’s authorized representative through whom all communication shall be directed until the process has been completed or terminated.



- r. Only registered suppliers/service providers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the PDA. Bids/Proposals/applications of all those applicants/service providers who are not found on ATL on the date of bid opening shall be rejected.
- s. The services will be procured on the basis of "AS AND WHEN REQUIRED".
- t. The Pre-qualification proposals shall be prepared and submitted on e-PADS.
- u. The Pre-qualified applicants will be expected to commence the services on receipt of instructions from PDA.
- v. **In case of any technical difficulty in using EPADS prospective applicants may contact PPRA at <https://www.ppra.org.pk/>**

#### 4. FINANCIAL PROPOSAL

- a. Only the Prequalified Applicant's financial proposals/quotations will be accepted on as and when required basis and the work/purchase order shall be issued, accordingly, to prequalified Applicant who had quoted the lowest amount province wise.
- b. The proposals shall remain valid for a period of one (01) year, on a province-wise basis. The rates shall be fixed during this period, and any market fluctuations shall be the sole responsibility of the service providers. PDA will not provide any compensation for such variations. The lump sum price per province and per category shall be inclusive of all applicable taxes and overnight charges of the driver.
- c. The financial proposals shall be submitted in accordance with Annexure A of this document. **Conditional proposals will be rejected.**
- d. Taxes will be deducted at the time of the payment as per government rules and regulations.
- e. All payments will be subject to the active taxpayer status of the service provider at the time of release of payment. If service providers status is not active on ATL (Sales Tax); no payment shall be made till their status becomes active on ATL (Sales Tax) of FBR.
- f. The service provider shall pay all such taxes, Stamp duty or other duties, fees and other impositions levied under the applicable law, the amount of which is deemed to have been included in the financial bid.
- g. Applicant shall mention the amount in financial proposal, which shall be inclusive of all applicable taxes, levies, duties and fees as per prevailing laws.



## **5. SUBMISSION, OPENING AND RECEIPT OF PROPOSALS**

- a. The original proposal shall be attached/uploaded on e-PADS on or before 07-Apr-2026, 02:00 PM.
- b. The original Proposals shall be opened on the same day i.e 07-Apr-2026, 02:30 AM, in presence of all the applicants who chose to be present.



## 6. AFFIDAVIT

(On Stamp Paper of Rs. 100 duly attested by Oath Commissioner/Notary Public)

I, \_\_\_\_\_ (Name), son/daughter of \_\_\_\_\_, resident of \_\_\_\_\_, CNIC No. \_\_\_\_\_, being the authorized signatory/representative of M/s \_\_\_\_\_ (Vendor/Agency Name), having office at \_\_\_\_\_, do hereby solemnly affirm and declare on oath as under:

That I am competent and authorized to swear this affidavit on behalf of the applicant firm/agency.

That the information, particulars, and documents submitted to Pakistan Digital Authority (PDA), for the purpose of prequalification of rental vehicle for PDA are true, correct, and complete to the best of my knowledge and belief.

That the firm/agency undertakes to abide by all rules, regulations, terms, and conditions issued by the procuring agency/organization regarding the subject prequalification.

That if any information or document provided is found to be false, fabricated, or misleading at any stage, the procuring agency/organization shall have the right to reject our application, cancel the prequalification, or take any other legal action deemed appropriate.

That this affidavit is executed for the purpose of prequalification of travel agents with (PDA)

\_\_\_\_\_  
DEPONENT  
(Signature & Name with Designation)

CNIC No. \_\_\_\_\_

Verification

Verified on oath at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

\_\_\_\_\_  
DEPONENT  
(Signature & Name)



## 7. TERMS OF REFERENCE (TOR)

### A. OBJECTIVES:

- i. To enlist the capable and eligible Individual/ Companies/Firms for Providing the Services i.e., car rental (as and when required basis).
- ii. To ensure cost effective Services to PDA by service providers.
- iii. To ensure timely availability of services to PDA.

### B. SCOPE OF WORK:

The Contractor will provide one or more rental vehicles with drivers on need basis. The type of vehicle rented will be appropriate to the needs of the particular trip. Please be aware that prices will be set at the quoted rates **for the yearly** with the selected contractor. The services will be hired for use in any city of Pakistan including AJK & GB as per requirement. The service provider will be selected for any one or more than one province as per their availability. **THE VENDOR MUST SPECIFY INTERSTED PROVINCE WHERE THEY MAY PROVIDE SERVICES.**

#### 1- Requirement of Vehicles:

- a. The vehicles provided to PDA must be road-worthy, in excellent running condition and **NOT OLDER THAN THREE YEARS** (if older than three years, 15 % of invoice amount Liquidate Damages shall be imposed) from date of manufacturing in case of locally manufactured vehicle and date of import in case of imported vehicle.
- b. The vehicles categories should **not below 1300cc sedan/ 1600 cc / 1800 cc / 4x4** (4/5 doors) as per requirement.
- c. Coasters/High roof vehicle shall be made available for rental use as and when required basis.
- d. The vehicle provided shall preferably be registered in the same province/area for which it is being used.
- e. The vehicle should be equipped with necessary safety items / tools.
- f. The vehicle should have good conditioned tyres.
- g. The vehicle should be clean, inside & out and free from any unpleasant odor.
- h. In case of visit to remote area, the vehicle must carry the jerry can for extra fuel (30 liters) (Applicable for 4x4 vehicle only)
- i. Mileage not exceeding 40,000 km at handover
- j. Must have functional AC/Heater, Seat belts, Spare tyre, and Tool kit.
- k. Must be equipped with GPS Trackers

#### 2- Features of Vehicles:

- a) Genuine Anti-Lock System with full access Tracker with SP



- b) Air Conditioning (proper heating and cooling)
- c) Removable Sunshades (no tinting)
- d) Handy fire Extinguisher

**3- Work Order:**

The orders shall be placed through official email in following format:

Sr.#	Name of PDA Official	Cell #	Location	Approx. Days	Required on (Date & Time)	Date of Return	Vehicle Type (Model of latest three years)
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Upon receiving email through official ID, the vendor shall confirm the same by return email after filling the fields of aforementioned table.

This email shall be treated as confirmed order by PDA.

**4- Replacement of Vehicle in Case of Breakdown:**

The car rental company will be responsible to ensure that the cars provided to PDA are fully maintained and are physically in absolute perfect condition for travelling. However, in an event that a car breaks down, the car rental company will arrange for its immediate replacement without delays. In case of remote site/area, reasonable travel time (6-12 hours) will be allowed to the car rental company to send the replacement, failure to which may lead to imposition of liquidated damages @ 15% per day of the purchase order but not exceed to the amount of the purchase order.

**5- Fuel:**

Fuel shall be provided by PDA.

**6- Drivers:**

When vehicle is rented, the following terms and condition should be observed about the driver

- A. Must have a valid license
- B. Minimum 05 years of relevant experience.
- C. Familiar with the local routes and traditions/customs/language of area of travel.
- D. Maximum age limit: 60 years
- E. The Company/Firm will be responsible for the behavior/actions of the drivers and shall provide an immediate replacement in case of complaints/misconduct.
- F. Company/Firm must ensure the physically fitness of the driver.
- G. Any drug/smoking is strictly prohibited during driving.



#### **7- Travel Allowances & Accommodation:**

PDA will not provide any travel related allowance, accommodation or boarding and lodging arrangements to any driver. This will be the sole responsibility of the Car rental qualified applicant. The self-arranged accommodation of drivers should be within 10-15 kilometers of the stay of the PDA employees.

#### **8- Log Book:**

Company/Firm must maintain a logbook for each travel containing the complete travel details with mileage and locations. The daily travel must be signed by PDA employee in the log book. These details must be provided to PDA along with invoice

#### **9- Areas of Service:**

The areas of service include:

- a. Entire Pakistan or
- b. Capital Only
- c. Baluchistan only or
- d. Sindh only or
- e. AJK only or
- f. GB only

Note: (Individual/Companies/Firms who are willing to provide service throughout Pakistan will be given preference.

#### **10- Liquidated Damages**

In case of non-provision of the services by the service provider after a confirmed order to do so, a penalty of 25% work order would be charged upon each occurrence of such default. The maximum amount of liquidated damages shall be Rs. 50,000/- upon each occurrence, which shall be deducted/ adjusted from upcoming monthly invoices.

#### **11- Security**

The Company/Firm providing services shall be responsible for the security of the driver, vehicle or any items coming along with the rented vehicle. PDA Company will not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise.

#### **12- Payment Mechanism:**

A single monthly consolidated invoice of completed travels, along with complete details of each travel duly signed by PDA employee use of services (Relevant page of logbook) shall be submitted. No payments shall be made without the details of travel duly verified by relevant PDA employee.



**13- List of POCs:**

List of POCs with escalation level must be attached with the proposal.

**14- Maintenance:**

The Contractor is fully responsible for all repairs, oil changes, tyres, and maintenance.

**15- Insurance:**

All vehicles must be fully insured (Comprehensive). PDA bears no liability for damages or theft.

**16- Operational Cost:**

Toll tax and parking fees are borne by the Service Provider.



## Annexure-A

### FINANCIAL PROPOSAL FORMAT

#### Islamabad

Sr. No	Vehicle Type	Per Day (without Fuel) Including GST	Per Day/ Per Km (with fuel) including GST
1	1300cc / Sedan (Model not older than three years)		
2	1600cc / Sedan (Model not older than three years)		
3	1800cc / Sedan (Model not older than three years)		
4	4 x 4 Vehicle (4 doors) Sedan (Model not older than three years)		
5	4 x 4 Vehicle (5 doors) Sedan (Model not older than three years)		

#### Punjab

Sr. No	Vehicle Type	Per Day (without Fuel) Including GST	Per Day/ Per Km (with fuel) including GST
1	1300cc / Sedan (Model not older than three years)		
2	1600cc / Sedan (Model not older than three years)		
3	1800cc / Sedan (Model not older than three years)		
4	4 x 4 Vehicle (4 doors) (Model not older than three years)		
5	4 x 4 Vehicle (5 doors) (Model not older than three years)		

#### KPK

Sr. No	Vehicle Type	Per Day (without Fuel) Including GST	Per Day/ Per Km (with fuel) including GST
1	1300cc / Sedan (Model not older than three years)		
2	1600cc / Sedan (Model not older than three years)		



3	1800cc / Sedan (Model not older than three years)		
4	4 x 4 Vehicle (4 doors) (Model not older than three years)		
5	4 x 4 Vehicle (5 doors) (Model not older than three years)		

### Sindh

Sr. No	Vehicle Type	Per Day (without Fuel) Including GST	Per Day/ Per Km (with fuel) including GST
1	1300cc / Sedan (Model not older than three years)		
2	1600cc / Sedan (Model not older than three years)		
3	1800cc / Sedan (Model not older than three years)		
4	4 x 4 Vehicle (4 doors) (Model not older than three years)		
5	4 x 4 Vehicle (5 doors) (Model not older than three years)		

### Baluchistan

Sr. No	Vehicle Type	Per Day (without Fuel) Including GST	Per Day/ Per Km (with fuel) including GST
1	1300cc / Sedan (Model not older than three years)		
2	1600cc / Sedan (Model not older than three years)		
3	1800cc / Sedan (Model not older than three years)		
4	4 x 4 Vehicle (4 doors) (Model not older than three years)		
5	4 x 4 Vehicle (5 doors) (Model not older than three years)		



**Gilgit Baltistan**

Sr. No	Vehicle Type	Per Day (without Fuel) Including GST	Per Day/ Per Km (with fuel) including GST
1	1300cc / Sedan (Model not older than three years)		
2	1600cc / Sedan (Model not older than three years)		
3	1800cc / Sedan (Model not older than three years)		
4	4 x 4 Vehicle (4 doors) (Model not older than three years)		
5	4 x 4 Vehicle (5 doors) (Model not older than three years)		

**Azad Kashmir**

Sr. No	Vehicle Type	Per Day (without Fuel) Including GST	Per Day/ Per Km (with fuel) including GST
1	1300cc / Sedan (Model not older than three years)		
2	1600cc / Sedan (Model not older than three years)		
3	1800cc / Sedan (Model not older than three years)		
4	4 x 4 Vehicle (4 doors) (Model not older than three years)		
5	4 x 4 Vehicle (5 doors) (Model not older than three years)		

**Note:** Bids with the terms and conditions will be rejected. Vendors are required to include all applicable costs in their bids, including taxes, driver meals, accommodation, and any other overnight or incidental charges