

STANDARD FORM OF BIDDING DOCUMENTS
Under National Competitive Bidding (NCP)

FOR

**PROCUREMENT OF NON-CONSULTING SERVICES
(VEHICLES ON RENTAL BASIS) THROUGH FRAMEWORK
CONTRACT**



Proposal Reference Number: _____

Last Date/Time for Submission: **2nd September, 2026 at 12:00 PM**

Proposal Opening Date/Time: **2nd September, 2026 at 02:00 PM**

Procurement Entity:

PIU OF THE PROJECT "KHYBER PAKHTUNKHWA RURAL
INVESTMENT AND INSTITUTIONAL SUPPORT PROJECT",
PUBLIC HEALTH ENGINEERING DEPARTMENT

**GOVERNMENT OF KHYBER PAKHTUNKHWA
INVITATION FOR BIDS (NON-CONSULTING SERVICES) PROCUREMENT
OF VEHICLES ON RENTAL BASIS UNDER FRAMEWORK CONTRACT
THROUGH
E-PADS**

INVITATION FOR BIDS (NON-CONSULTING SERVICES)

PROCUREMENT OF VEHICLES ON RENTAL BASIS UNDER OPEN FRAMEWORK CONTRACT THROUGH E-PADS

KHYBER PAKHTUNKHWA RURAL INVESTMENT AND INSTITUTIONAL SUPPORT PROJECT (KP-RIISP), PIU PUBLIC HEALTH ENGINEERING DEPARTMENT, KHYBER PAKHTUNKHWA

1. The Project Director, KP-RIISP, Project Implementation Unit (PIU), Public Health Engineering Department, Plot 40, Sector B-II, Phase 5, Hayatabad, Peshawar, invites bids under National Competitive Bidding (NCB) from eligible firms for the procurement of vehicles on rental basis under an Open Framework Contract.
2. Bidding shall be conducted through **Single Stage – One Envelope Procedure** in accordance with Khyber Pakhtunkhwa Public Procurement Rules, 2014 (KPPRA Rules, 2014), using the **e-PADS** system.
3. Bid Solicitation Documents can be downloaded from the e-PADS portal.
4. Interested bidders must submit their bids electronically through e-PADS on or before **2nd September 2026 at 12:00 PM**. Bids will be opened on the same day at **02:00 PM** on the e-PADS platform in the presence of bidders' representatives who choose to attend.
5. A Bid Security (Earnest Money) amounting to **PKR 100,000/- (fixed amount)**, in the shape of a Call Deposit Receipt (CDR) or Bank Guarantee, issued strictly from the bidder's own account in favor of the Project Director, KP-RIISP, PIU PHE Department must be uploaded on e-PADS. **The original physical instrument must be delivered to the PIU office before the bid submission deadline.** Bid security from any third-party account shall render the bid non-responsive.
6. Bids must be computer-typed and submitted electronically. Quoted rates must be inclusive of all applicable taxes and operational costs. All attached pages/forms of the bid submission must be signed and stamped by the authorized signatory of the bidder/firm.
7. Bidders must be registered with KPRA (Khyber Pakhtunkhwa Revenue Authority) and active on ATL, and should fulfill all legal, taxation, and regulatory requirements including registration on e-PADS.
8. The Procuring Entity reserves the right to reject any or all bids as per Rule 47 of KPPRA Rules, 2014.

PROJECT DIRECTOR

KP-RIISP, PIU PHE Department

Plot 40, Sector B-II, Phase 5, Hayatabad, Peshawar

TERMS & CONDITIONS

The Project Director, Khyber Pakhtunkhwa Rural Investment and Institutional Support Project (KP-RIISP), PIU Public Health Engineering Department (hereinafter called the “Client”) invites bids from eligible and experienced firms/companies (hereinafter referred to as "Firm") for vehicle rental services as per Annex-A.

1. General Provisions & Eligibility

1.1 Scope: The successful bidder will provide non-consultancy vehicle rental services through an Open Framework Contract as detailed in Section V / Annex-A.

1.2 Legal Capacity & Ineligibility: A bidder is eligible if they hold legal capacity (registered with SECP or Registrar of Firms), are active tax-payers, and have **not** been blacklisted, debarred, or convicted of fraudulent/corrupt practices by KPPRA, FBR, World Bank, or any provincial/federal agency.

1.3 Rejection Criteria: An offer shall be deemed non-responsive and rejected if:

- a. Submitted without mandatory bid security or without delivering the original physical instrument prior to deadline.
- b. Not submitted electronically through e-PADS.
- c. Received after the exact submission deadline fixed on e-PADS.
- d. Not signed and stamped by an authorized representative on each page.
- e. Ambiguous, incomplete, conditional, or contains unapproved additions by the Firm.
- f. Submitted with bid validity shorter than required (90 days).
- g. Quoted rates are furnished on documents other than prescribed bidding forms.
- h. The firm is blacklisted or fails mandatory qualification criteria.

1.4 Validity & Duration: Bids shall remain valid for **90 days** from the tender opening date. The contract will be enforced initially for **one (01) year**, extendable by mutual consent subject to satisfactory performance and budget availability. Rates shall remain fixed without price escalation during the contract period.

1.5 Issuing Authority: Formal Work / Supply Orders will be issued by The Project Director, KP-RIISP, PIU PHE Department, Peshawar.

2. Pre-Bid Meeting, Clarifications & Amendments

2.1 Pre-Bid Meeting: A Pre-Bid Meeting will be held at the PIU Office **on 28.08.2026 at 1500 hours** to address bidder queries and provide clarifications regarding technical, operational, or bidding requirements.

2.2 Written Clarifications: Clarification of bidding documents may also be requested in writing through e-PADS before 28.08.2026. The Client shall respond through e-PADS no later than **three (03) days prior** to the deadline.

2.3 Amendments & Addenda: Should the Client amend the bidding document (at its own initiative or following pre-bid queries), an Addendum/Corrigendum shall be issued via e-PADS. If an Addendum is issued within the last **three (03) days** of the deadline, the submission deadline shall be extended accordingly.

3. Deployment Timeline & On-Demand Delivery

3.1 Initial Deployment: The Firm shall supply and deploy the initial requested vehicle(s) immediately upon contract signing, and no later than within **one (01) week** after issuance of the formal Work Order / Letter of Intent.

3.2 On-Demand Supply: During the currency of the Framework Contract, the Firm shall be obligated to deliver additional requested vehicles within **three (03) days** of receiving an official request from the Client.

4. Penalties & Inspections

4.1 Failure to Perform: Failure to deploy vehicles as per terms will result in imposition of a penalty at **double the per-day rental cost per vehicle** for every day of delay.

4.2 Vehicle Inspection: Vehicles will be inspected by the designated Procurement Committee. Vehicles failing to meet model, safety, hygiene, or mechanical specifications (Annex-A) will be rejected at the Firm's sole cost.

5. Payment Terms & Invoicing

- **5.1 Invoicing:** Payment will be made through crossed cheque / AG Office Treasury transfer on a monthly basis, following 100% satisfactory service completion and verification of logbooks/attendance sheets. No advance payment shall be made.

6. Bid Security (Earnest Money)

6.1 Fixed Security: Mandatory Bid Security of **PKR 100,000/- (Fixed Amount)** in the form of a CDR or Bank Guarantee must be issued strictly from the bidding firm's own bank account in favor of Project Director, KP-RIISP, PIU PHE Department.

6.2 Dual Submission Requirement: A scanned copy must be uploaded on e-PADS during electronic submission, and the **original physical instrument** must be submitted to the Client's office prior to the bid submission deadline.

6.3 Unacceptable Security: Instruments from third-party/individual accounts, Pay Orders (PO), or Cash will lead to immediate rejection.

6.4 Performance Security The successful bidder shall furnish a Performance Security equivalent to PKR 500,000/- value in the form of CDR or Bank Guarantee from a scheduled bank, within seven (07) days of issuance of Letter of Intent. Failure to submit the Performance Security shall result in cancellation of award and forfeiture of Bid Security. The bid security will be returned to the successful bidder on receipt of signed contract and the Performance Security.

7. Tax Deductions

7.1 Source Deductions: All applicable federal and provincial taxes (including FBR Income Tax and KPRA Sales Tax on Services or any other) will be withheld at source as per governing laws.

8. Evaluation & Award Methodology

8.1 Evaluation Method: Evaluation shall be conducted under **Single Stage - One Envelope Procedure**. Technical compliance to mandatory criteria will be assessed first; contract award will be made to the technically qualified bidder offering the lowest evaluated overall price.

9. Technical & Mandatory Vehicle Specifications

Feature / Condition	Requirement Specification
Model Year	As per Annex-A
Mechanical Condition	Road-worthy, ABS brakes, Airbags (preferred), power windows, working AC and heating.
Tire Condition	Good quality tires, not older than one Year .
Safety Equipment	Equipped with spare tire, mechanical jack, wheel wrench, handy fire extinguisher, and basic tool kit.
Aesthetics & Hygiene	Clean interior/exterior, free from odor, fitted with removable sunshades (strictly no illegal tinting).

10. Mandatory Eligibility Criteria Checklist

S.No	Criterion	Requirement / Proof	Status
1.	Legal Status	Proprietorship / Partnership / SECP Registration & CNIC of Proprietor/Director.	[Yes / No]
2.	Vehicle List & Specs	Vehicles offered are as per Annex-A with valid registration documents.	[Yes / No]
3.	Relevant Experience	Minimum 03 years experience in rental/fleet services (Supported by at least 3 contracts/work orders in last 2 years).	[Yes / No]
4.	KPRA Registration	Active Taxpayer Status with Khyber Pakhtunkhwa Revenue Authority.	[Yes / No]
5.	FBR NTN Registration	Active Taxpayer Status (ATL) on FBR portal.	[Yes / No]
6.	Legal Affidavit	Duly notarized affidavit on legal stamp paper confirming non-blacklisting.	[Yes / No]

11. Operational & Maintenance Responsibilities

11.1 Maintenance vs. POL: The Client shall provide running fuel (POL), engine oil, and body wash for vehicles under regular operational use. All routine periodic

mechanical maintenance, major repairs, tire replacements, and driver salaries remain the sole responsibility of the Firm.

11.2 Dedicated Focal Person: The Firm shall allocate one Supervisor/Focal Person for operational coordination with the PIU.

11.3 Driver Hygiene & Accommodation: Driver wages, food, accommodation, and personal hygiene are entirely managed by the contractor.

11.4 Liability & Insurance Claims: The Client shall bear no financial or legal responsibility in case of accidents, third-party injuries, theft, or total loss. The Firm shall manage all claims and depreciation directly with their insurance provider.

11.5 Replacement Vehicles: If a vehicle requires repair taking more than **24 hours**, the Firm shall immediately provide an equivalent replacement vehicle without any additional charges.

12. Dispute Resolution & Governing Law

12.1 Dispute Settlement: Any dispute arising under the contract shall be resolved in accordance with KPPRA Rules, 2014, through the designated Grievance Redressal Mechanism / Appellate Committee.

12.2 Applicable Law: The contract shall be governed by and interpreted under the Laws of Pakistan and the provincial laws of Khyber Pakhtunkhwa.

ANNEX-A

1. Detail of Vehicles Required & Financial Bid Schedule

The project requires **03 (three)** primary vehicles under an Open Framework Contract.

Bidders must quote inclusive rates covering car rental base cost, periodic maintenance, driver wages, comprehensive insurance, and all applicable government taxes.

S.No	Vehicle Description & Specifications	Qty	Rate per Month (With Driver)
1.	Toyota Rocco Auto Transmission 4x4 - 2800 CC • Model: 2026 • Transmission: Automatic • Features: AC, Comprehensive Insurance, Periodic Maintenance	01	PKR _____
2.	Toyota Yaris CVT (1500 CC) • Model: 2024 or onwards • Transmission: Automatic • Features: AC, Comprehensive Insurance, Periodic Maintenance	01	PKR _____
3.	Toyota Corolla Altis CVT (1600 CC) Model 2024 or onwards Transmission Automatic Features: AC, Comprehensive Insurance, Periodic Maintenance	01	PKR _____

Note: Bidders must provide rates monthly basis as indicated above. Evaluation shall be based on the financial responsiveness of quoted rates. Additional vehicles of each category may be requested during the contract period on 3 days' notice.

2. Rate Inclusions Summary

Quoted rates **MUST** cover:

- Vehicle base rental cost
- Periodic & routine mechanical maintenance / repairs
- Driver salaries & basic allowances
- Comprehensive vehicle insurance coverage
- All federal and provincial taxes (FBR NTN & KPRA)

Bidder's Authorized Signature: _____

Name & Title: _____

Stamp of the Firm: _____

FORM 1: BIDDER INFORMATION FORM

(To be filled, signed, and stamped by the authorized representative and submitted on e-PADS)

1. General Company Profile

Field Name	Bidder Details
Legal Name of Firm / Company	_____
Type of Ownership <i>(Proprietorship / Partnership / Pvt Ltd)</i>	_____
Complete Postal / Business Address	_____
Office Phone Number(s)	_____
Official E-mail Address	_____
Fax Number <i>(if applicable)</i>	_____

2. Designated Contact Person / Representative

Field Name	Details
Name of Authorized Contact Person	_____
Designation / Title	_____
Mobile / Cell Number	_____
CNIC Number	_____ - _____ - _____

3. Statutory & Tax Registration Details

Registration Type	Registration / Certificate Number	Active Status (Yes/No)
National Tax Number (NTN) - FBR	_____	[Yes / No]
KPRA Sales Tax Registration No.	_____	[Yes / No]
Company / SECP Registration No.	_____	[Yes / No]

Undertaking & Signatures

I/We hereby declare that the information provided above is true, correct, and complete to the best of my/our knowledge and belief. I/We authorize KP-RIISP, PIU PHE Department to verify any information provided herein.

Authorized Signatory Name: _____

Designation: _____

Signature: _____

Date: ____ / ____ / 2026

Company Stamp:

FORM A: LETTER OF APPLICATION

(To be printed on the official letterhead of the Firm/Company)

Registered Business Name:

Registered Business Address:

Telephone: _____ **Fax:** _____

To:

The Project Director,
KP-RIISP, PIU Public Health Engineering Department,
Plot 40, Sector B-II, Phase 5, Hayatabad, Peshawar, Khyber Pakhtunkhwa.

Subject: APPLICATION FOR PROCUREMENT OF VEHICLES ON RENTAL BASIS UNDER FRAMEWORK CONTRACT

Dear Sir,

1. We hereby apply to participate in the bidding process for the **Procurement of Vehicles on Rental Basis under Open Framework Contract** for the Khyber Pakhtunkhwa Rural Investment and Institutional Support Project (KP-RIISP), PIU Public Health Engineering Department.
2. We authorize **KP-RIISP, PIU PHE Department**, or its authorized representatives to carry out any necessary verifications regarding the statements, documents, and information submitted in connection with this application.
3. The names and positions of contact persons who may be contacted for further information or clarification are as follows:

S.No.	Name	Position in the Company	Contact / Cell No.	E-mail Address
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____

4. We solemnly declare that:
 - i. The statements made and the information provided in this application and attached tender documents are complete, true, and correct.
 - ii. This firm/company has **never been blacklisted**, debarred, or declared ineligible by any Government Department, Autonomous Body, or International Development Agency. *(An undertaking on legal stamp paper is attached).*

- iii. We agree to abide by all the terms, conditions, and operational specifications outlined in the Bid Solicitation Documents and KPPRA Rules, 2014.

Respectfully yours,

Signature: _____

(Authorized Representative of the Applicant)

Name: _____

Designation: _____

Dated: ____ / ____ / 2026

Company Stamp/Seal:

FORM B: DETAILS OF DIRECTORS / PARTNERS / C.E.O.

(To be filled, signed, and stamped by the authorized representative of the bidding firm)

Name Status Director / Partner Nationality Experience Type of Experience

C.E.O.

Authorized Signatory Name: _____

Designation: _____

Signature: _____

Date: ____ / ____ / 2026

Company Stamp / Seal:

DRAFT CONTRACT AGREEMENT

(To be executed on Non-Judicial Stamp Paper of appropriate value upon Award of Contract)

THIS AGREEMENT made the ____ day of _____ 2026, by and between:

The Project Director, Khyber Pakhtunkhwa Rural Investment and Institutional Support Project (KP-RIISP), Project Implementation Unit (PIU), Public Health Engineering Department, Plot 40, Sector B-II, Phase 5, Hayatabad, Peshawar (hereinafter called "the Client") of the One Part;

AND

M/s [Name of Successful Bidding Firm], having its registered office at [Complete Business Address of Firm] (hereinafter called "**the Service Provider**") of the Other Part.

WHEREAS the Client invited bids through e-PADS for the procurement of non-consultancy services, specifically **Procurement of Vehicles on Rental Basis under Open Framework Contract**, and has accepted a bid by the Service Provider for the supply and deployment of vehicles as per approved rates.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. Contract Documents:

The following documents form an integral part of this Agreement:

- a. The Form of Contract Agreement
- b. The Letter of Acceptance / Award Letter
- c. The Service Provider's Bid submitted via e-PADS (including Form 1, Form A, Form B, and Financial Schedules)
- d. Terms & Conditions / Instructions to Bidders
- e. Scope of Requirements & Vehicle Specifications (Annex-A)

2. Scope of Services:

The Service Provider agrees to provide fully operational, comprehensively insured vehicles (Model Year as per Annex-A) along with licensed drivers, GPS tracking devices, and maintenance services in accordance with the Client's operational requirements.

3. Contract Value & Monthly Rates:

The agreed unit rates for vehicles deployed under this Framework Contract are as follows:

S.No	Vehicle Description	Qty Deployed	Monthly Rate (With Driver)
1.	Toyota Rocco Auto Transmission 4x4 - 2800 CC • Model: 2026 • Transmission: Automatic • Features: AC, Comprehensive Insurance, Periodic Maintenance	01	PKR _____
2.	Toyota Yaris CVT (1500 CC) • Model: 2024 or onwards • Transmission: Automatic • Features: AC, Comprehensive Insurance, Periodic Maintenance	01	PKR _____
3.	Toyota Corolla Altis CVT (1600 CC) Model 2024 or onwards Transmission Automatic Features: AC, Comprehensive Insurance, Periodic Maintenance	01	PKR _____

4. **Contract Duration:**

This Framework Contract shall remain valid for **one (01) year**, effective from the date of signing, extendable upon mutual written consent of both parties under KPPRA Rules, 2014.

5. **Operational Obligations:**

- **a) POL & Maintenance:** The Client shall provide running fuel (POL), engine oil, and body washes. Mechanical servicing, repairs, and driver salaries remain the sole responsibility of the Service Provider.
- **b) Vehicle Replacement:** If any vehicle requires repair taking more than 24 hours, the Service Provider shall immediately provide an equivalent replacement vehicle at no additional cost.
- **c) Safety & Insurance:** Vehicles shall remain comprehensively insured. The Client bears no liability for accidents, theft, or damages; all claims remain between the Service Provider and insurance company.

6. **Payment Terms:**

Payments shall be made on a monthly basis through AG Office treasury transfer / cross cheque upon receipt of verified invoices and logbooks. Applicable taxes (Income Tax and KPRA Sales Tax) shall be deducted at source. No advance payment shall be made.

7. **Penalties & Termination:**

Failure by the Service Provider to deploy vehicles within the required timeline (7 days for initial deployment upon contract/work order issuance and 3 days for additional on-demand requests) or failure to maintain required service quality shall entitle the Client

to impose penalties at double the daily rental rate per vehicle for every day of delay or terminate the contract.

8. Governing Law & Dispute Resolution:

This Agreement shall be governed by the laws of Pakistan and Khyber Pakhtunkhwa. Any dispute arising under this Contract shall be resolved under the KPPRA Rules, 2014 Grievance Redressal Framework.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the applicable laws on the day, month, and year first written above.

**FOR AND ON BEHALF OF THE
CLIENT**

Signature:

Name:

Designation: Project Director, KP-RIISP

Department: PIU PHE Department, KP

CNIC No:

**FOR AND ON BEHALF OF THE SERVICE
PROVIDER**

Signature: _____

Name: _____

Designation: _____

Company Name: _____

CNIC No: _____

WITNESSES:

1. Witness (Client Side):

Name: _____

CNIC No: _____

Signature: _____

2. Witness (Service Provider Side):

Name: _____

CNIC No: _____

Signature: _____