

NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED

TENDER DOCUMENTS FOR PROVISION OF VEHICLES ON DAILY & MONTHLY RENTAL BASIS FOR NESPAK AND ITS VARIOUS PROJECTS

July 2026



**NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED
NESPAK HOUSE: 1-C, Block-N, Model Town Extension, Lahore-54700, Pakistan
Telephone :+92-42-99090568/514 FAX : +92-42-99231950**

PROPOSAL

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) invites E Bids from eligible Suppliers registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue, for hiring of vehicles for different projects of NESPAK.

Tender documents, containing detailed terms and conditions are available at the office mentioned here below. Tender documents can also be downloaded from NESPAK & PPRA websites.

The proposals, prepared in accordance with the instructions provided in the tender documents, are available for the registered bidders on EPADS at www.eprocure.gov.pk. Electronic bids will be opened on the same date at 11:30 Hours. Notification of the GRC constituted in terms of Rule#48 of Public Procurement Rules, 2004 is provided on EPADS at www.eprocure.gov.pk.

**Secretary Procurement Cell
NESPAK House, 1-C, Block-N,
Model Town Extension, Lahore
Phone No. 042-99090568/514**

Sign & Stamp of the Bidder

TENDER DOCUMENTS

1. Introduction

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) (the Employer) wishes to receive Applications from eligible Suppliers for provision of vehicles on rental basis for NESPAK House, located at 1-C, Block N, Model Town Extension, Lahore and its various projects.

2. Cost of Applications

The Supplier shall bear all costs associated with the preparation and submission of their Application and the Employer shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

3. Eligibility Criteria

The rental vehicle providers fulfilling criteria may participate in the bidding process and submit following document's copies along with their bids. Failing to fulfill the following eligibility criteria will not be considered for the further technical or financial evaluation.

- Experience of providing vehicles on rental basis business, preferably with Government /Semi Government or Autonomous Bodies.
- Should not be black listed from any Government/Semi Government/ Autonomous Body.

4. Submission of Bids

NESPAK invites E-bids through single stage containing single envelope along with earnest money of Rs. 200,000/- in form of pay order/CDR/Bank Draft in the name of National Engineering Services Pakistan (PVT) Limited. The E-bids shall be opened in front of participants or their representatives at 11:30 hours on the same day at HR training centre at 3rd floor of NESPAK House 1-C, Block N, Model Town Extension, Lahore.

Rates quoted should be in Pak. Rupees and Inclusive of all taxes. In case of any dispute regarding service, quality and specification, the decision of NESPAK shall be final & binding.

CDR amount will be returned to non-qualified bidders at a written request by non-qualified bidders for release of the CDR, while CDR amount of qualified bidder will be kept for the period of agreement and will be returned at a written request to qualified bidder after expiry of agreement.

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5. Terms and Conditions

- (1) Only those firms/parties can participate which have pool of at least 10 Vehicles.
- (2) Bids received without earnest money of Rs. 200,000/= and after due date and time shall not be entertained.
- (3) This bid is valid for 01 year and it may extend after mutual consent of both parties.
- (4) The rates should be inclusive of driver's pay, misc. expenditure of driver & vehicle and including of Govt. taxes. NESPAK shall not pay any extra commission, foods etc to driver.
- (5) Driver overtime is to be admissible after 12 hours of duty. Bidder must quote the overtime rates of drivers separately in their bids.
- (6) The lowest rate will work as NESPAK approved rate irrespective of the vendor.
- (7) Vehicles shall remain under the use of NESPAK on weekends and holidays and monthly rents shall be deemed inclusive in the rates of the bidder.
- (8) Vehicle shall have good mechanical and body condition with working AC/Heater. The vehicle should be equipped with necessary safety items, spare tire and mechanical jack, fire extinguisher etc.
- (9) If rates are different for any District, then it should be mentioned separately.
- (10) The vehicle will be at the disposal of the rental for 12 hours a day. In case of daily basis, the vehicle will be for 24 hours from the time of allocation of vehicle.
- (11) In case any rental vehicle is found faulty or out of service during the travelling, the Bidder will replace the faulty vehicle instantly with same specification/model.
- (12) The vehicle provider must response efficiently & timely for providing rental vehicle.
- (13) The vehicle will be parked at NESPAK premises/site office or as designated by the Office Managers/RE's.
- (14) Comprehensive insurance cover of the vehicle (any damages what so ever theft) shall be ensured by the owner.
- (15) NESPAK will be responsible for only lubricant oil including oil filter, air filter change after completion of 4000 kms.
- (16) The firm should be registered with Income Tax/Sale Tax Departments and also are in Active Tax Payers list of the Federal Board of Revenue

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(FBR)/Provincial Revenue Authority (PRA).

- (17) The firm/parties should have their valid business office with Landline & Cell No.
- (18) The rates will only be acceptable if filled on the attached prescribed pro forma with sign stamp of the relevant authorized signatory.
- (19) All necessary documented evidence copies should be attached including ownership documents, tax certificates etc.
- (20) The competent authority reserves the right to reject any or all the bids in accordance with Public Procurement Rule 2004.
- (21) This E-bid is also available at NESPAK www.nespak.com.pk and PPRA www.ppra.org.pk websites.

6. Scope of Work

The companies selected would provide vehicle rental services to NESPAK on as and when needed basis with the following to be observed:

The rental vehicles provided to NESPAK must be in excellent condition and not older than 2014 model. The rental vehicles will be required on need basis. The vehicles must be equipped with complete toolkit e.g. spare wheel, wheel change kit, battery jumper cable, vehicle tow cable etc. In case of visit to remote area must carry the jerry can for extra fuel.

The vehicle rental company will be responsible to ensure that the vehicles provided to NESPAK are fully maintained and are physically in absolute perfect condition for travelling. However, in an event that a vehicle breaks down, the vehicle rental company will arrange for its immediate replacement without delays on its own expenses.

Trackers must be installed in all vehicles and tracking reports will be shared with our representative on required basis. All government taxes including route permit, token tax etc. shall be cleared by bidder.

The Contractor shall ensure that the vehicles are fully covered by all necessary insurances in case of accidents; i.e. comprehensive insurance. If fully comprehensive insurance is not in place, the cost of any subsequent damage or loss of vehicles shall be borne by the Contractor.

The Contractor may have at its own cost acceptable medical, life and disability insurance for the driver. Provided vehicles must at all-time be in a 100% roadworthy condition and be clean and tidy inside.

Contract will be signed for one (01) year initially, which shall be extendable for another two (02) years starting from the date of issuance of Letter of Intent.

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Extension of contract shall be based on provisioning of satisfactory services by the service provider, needs, requirement and approved budgetary provisions of the Purchaser.

7. Requirements of the Driver

The driver will be responsible for keeping proper monitoring sheet of the trip (the total mileage/km's departure/destination, personnel details). He should maintain logbook of vehicles and get reviewed on weekly basis. The lessee reserves the right to replace drivers for any reason. Drivers may be required to stay overnight outside of city for as many days as required. The purchaser will provide accommodation arrangement to driver if stay outstation. The bidder is responsible for change of driver if driver gets sick or expires.

The Driver should:

Have valid driving license for operating a motor vehicle as per the laws of Pakistan.

Physically and mentally be fit to operate vehicles.

Properly be trained in the operation and maintenance of the vehicle.

Sufficiently be experienced with at least five (05) years' experience as a Driver.

Should follow all the traffic rules pertaining to driving within city, highway and motorway;

Driver should be polite, gentle and well behaved.

Be able to carry out minor vehicle repairs in case a vehicle breaks down.

Have authorization letter to drive the vehicle issued by the company on letter head.

8. Bid Evaluation

Bid evaluation will be conducted under the Public Procurement Rules, 2004. The Price evaluation will include all duties and expenses etc. In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

9. Payment

The bidder shall provide all necessary supporting documents along with invoice for claimed period.

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FORMS AND OTHER REQUIRED DOCUMENTS

ANNEXURE-A

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Signature

Company Seal

Sign & Stamp of the Bidder

ANNEXURE-B

ADVERTISEMENT
VEHICLES REQUIRED ON RENT FOR PUNJAB

Sr. No.	Item Description	Models	Daily Rates (With all Taxes)	Monthly Rates (With all Taxes)
1.	Toyota Corolla XLI/Yaris	2014-2018		
		2019-2022		
		2023-2026		
2.	Toyota Corolla GLI/Yaris	2014-2018		
		2019-2022		
		2023-2026		
3.	Toyota Hilux/ Vigo/Revo/Rocco	2014-2018		
		2019-2022		
		2023-2026		
4.	Honda City/Alsvin/Swift	2014-2018		
		2019-2022		
		2023-2026		
5.	Suzuki Wagon R	2014-2018		
		2019-2022		
		2023-2026		
6.	Suzuki Cultus/Picanto	2014-2018		
		2019-2022		
		2023-2026		
7.	Suzuki Every/Bolan	2014-2018		
		2019-2022		
		2023-2026		
8.	Four wheels Mini SUV Jiminy etc	2014-2018		
		2019-2022		
		2023-2026		
9.	Suzuki Alto	2018-2022		
		2023-2026		
10.	Suzuki Mehran	2014-2018		

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