



Pakistan State Oil Company Limited

PSO House, Khayaban-e-Iqbal, Clifton, Karachi-75600, Pakistan

Telephone (021) 9203866-85 Fax (021) 9203796

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RFQ No	AD-A4916NZ	
DATE	22.09.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)

SAP No.6100018339

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

09.10.2026

BY
(Time)

Please quote your best price for all items of following specifications. Please read the instructions attached herewith Rs. _____ EARNEST MONEY %
PO/DD NO. _____

Title: ANNUAL CONTRACT RENT A CAR SERVICES FOR PSO OFFICES KARACHI, LAHORE AND ISLAMABAD

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	<u>Annual Contract Rent a Car (PSO House)</u>	<u>PSO House</u>				
1.01	<u>Transport Services</u> Rent a Car Services Inclusive of Driving Services required on Monthly Basis (22 Days, 264Hrs & 3000KM) Rent a Car on Monthly Basis at PSO House (Within City Limits): Daily 12 hours 08:00 am to 08:00 pm) & 136 KM -----		<u>MON</u>	6		
1.02	<u>Services required for PER DAY</u> Rent a Car Services required Inclusive of Driving Services on PER DAY Basis / Full Day For Full Day (12 HRS & 100 KM) (Within City Limit) Services for Karachi within City Limits will be required on as & when basis for a Day (12 HRS & 100 KM) where time will commence from the time of utilizing the services. -----		<u>EA</u>	40		
1.03	<u>RENT A CAR SERVICE - AS PER TRIP</u> Rent a Car Services (Driving Services) required on per Trip Basis Karachi Airport Pick & Drop Services (Within City Limits) either from: Office / Residence / Hotel to Airport OR from Airport to Office / Residence / Hotel Payment will be made on fixed charges basis. -----		<u>EA</u>	30		
1.04	<u>RENT A CAR SERVICE - AS PER HOURS</u> Rent a Car Services (Driving Services) on per Hour Basis Services will be required for Short Time period (NOT FOR WHOLE DAY) Within City Limits. i.e. PER HOUR charges will be applicable if rent a car services are		<u>HR</u>	500.0		



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1.05	utilized. Payment will be made on actual consumption of hours of services used after passenger's verification on rental slip / card. ----- <u>RENT A CAR SERVICE - AS PER KILOMETER</u> Rent a Car Services Inclusive of Driving Services required on PER KM Basis Services will be required for Short Time period (NOT FOR WHOLE DAY) Within City Limits. i.e. PER KM charges will be applicable on the basis of below condition. If PSO Official is picked up from PSO office or any other place (point A) within city limit and is dropped at any place (point B), then only one way KMs will be charged i.e. from point A to B. Payment will be made on actual Kilometers Consumed. -----		<u>KM</u>	12,000		
2	<u>Annual Contract Rent a Car (LHR & ISB)</u>	<u>PSO House</u>				
2.01	<u>Services required for PER DAY</u> Rent a Car Services required Inclusive of Driving Services on PER DAY Basis / Full Day For Full Day (12 HRS & 100 KM) for LHE and ISB (Within City Limit) Services for Lahore and Islamabad within City Limits will be required on as & when basis for a Day (12 HRS & 100 KM) where time will commence from the time of utilizing the services. -----		<u>EA</u>	15		
2.02	<u>RENT A CAR SERVICE - AS PER TRIP</u> Rent a Car Services (Driving Services) required on per Trip Basis Lahore Airport Pick & Drop Services (Within City Limits) either from:		<u>EA</u>	12		



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2.03	Office / Residence / Hotel to Airport OR from Airport to Office / Residence / Hotel Payment will be made on fixed charges basis. ----- <u>RENT A CAR SERVICE - AS PER TRIP</u> Rent a Car Services (Driving Services) required on per Trip Basis Islamabad Airport Pick & Drop Services (Within City Limits) either from: Office / Residence / Hotel to Airport OR from Airport to Office / Residence / Hotel Payment will be made on fixed charges basis. -----		<u>EA</u>	12		
2.04	<u>RENT A CAR SERVICE - AS PER HOURS</u> Rent a Car Services (Driving Services) on per Hour Basis for LHE and ISB Services will be required for Short Time period (NOT FOR WHOLE DAY) Within City Limits. i.e. PER HOUR charges will be given if rent a car services are utilized. Payment will be made on actual consumption of hours of services used after passenger's verification. -----		<u>HR</u>	200.0		
2.05	<u>RENT A CAR SERVICE - AS PER KILOMETER</u> Rent a Car Services Inclusive of Driving Services required on PER KM Basis for LHE and ISB Services will be required for Short Time period (NOT FOR WHOLE DAY) Within City Limits. i.e. PER KM charges will be applicable on the basis of below condition. If PSO Official is picked up from PSO office or any other place (point A) within city limit and is dropped at any place (point B), then only		<u>KM</u>	3,000		



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	one way KMs will be charged i.e. from point A to B. Payment will be made on actual Kilometers Consumed ----- @@@@@@@@@@@@@@ GENERAL TERMS & CONDITIONS: @@@@@@@@@@@@@@@@ ANNUAL RENT A CAR CONTRACT FOR PSO Officials and Official guests, with the provision of Toyota / Honda car or equivalent model 2023 or above. a),,PSO may renew the contract for the next two years (on yearly basis) on the same rates, terms and conditions based on the vendor's satisfactory performance and consent of both parties. b),,PSO also reserves the right to extend the Service Order for 03 Months at same rates and terms & conditions (on sole discretion of PSO). GENERAL TERMS & CONDITIONS: 1.,,Contractor shall provide only the following air-conditioned Vehicles for the Services, Toyota / Honda Car or Equivalent Cars model 2023 or above. The Vehicles provided by the Contractor to PSO shall not be older than prescribed model and shall be of good quality interior & exterior and mechanically fit for driving. Any other car shall not be acceptable. 2.,,The contractor shall provide the Services on as and when basis on all days including gazetted holidays, weekends as advised by PSO from time to time. 3.,,Dedicate a person available on phone / email during normal office timing with 12/7 backup support (including holidays). 4.,,The Contractor shall employ experienced staff/drivers who are					



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	physically, medically and legally fit to drive the vehicles and perform all such duties as specified in contract. 5.,,The Contractor shall at its own cost and expense provide Mobile Phones to the drivers of the vehicles allocated for the use of PSO under this contract. 6.,,The Contractor shall ensure that the drivers of the Vehicles wear neat, clean uniform (Pant, Shirt and black Leather shoes) provided by the contractor. 7.,,The Contractor shall be responsible to maintain all documents of the vehicles i.e. insurance, tax payments renewal fee etc. 8.,,In case, while a driver provided by the Contractor is on duty of PSO, any challan / penalty imposed by a competent authority (e.g. traffic police) or the competent authority confiscates any document of a vehicle or impounds the vehicle, then PSO shall not be held responsible for recovering any document so confiscated or the impounded Vehicle or be liable to pay any penalty so imposed. The same shall be the sole responsibility of the Contractor at all times. 9. PSO employee through message / email to contractor under intimation to Protocol Department will intimate for requirement of vehicle with time & destination. He / She may contact the representative of contractor available at PSO House or on mobile via call / SMS / Whatsapp for requirement. 10. It is mandatory that at the end of duty, the driver shall obtain signature from PSO employee / Guest of PSO on Rental Slip/card provided by the vendor. Rental Slip /Card should also include the employee code <(,>) name, start /end time, start/end kilometer reading. 11. The Contractor shall submit the monthly bills for the Services rendered along with rental slips duly signed by the user showing the					



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	employee code, employee / Guest name, Department utilized the Vehicle with date, time, location and distance traveled and the charges for the same as per contract. 12. Payment to Contractor will be made within Thirty (30) days of receipt of monthly bill. Income tax and all other applicable Govt. Taxes, charges and levies shall be deducted from the bill. No part payment will be made to the Contractor against the Contractor's bill. 13. The Contractor undertakes and warrants that the Services provided to PSO shall be of good standard and quality acceptable to PSO as specified in point # 1, 4 & 6. 14. Contractor will provide this facility within the cities at Karachi, Lahore, and Islamabad. 15. The Contractor shall not assign this contract to any third Party otherwise the contract will be terminated and security deposit will be forfeited. 16. Driver must be over 25 years of age with minimum 5 years of car driving experience and must possess valid driving license. 17. No amendments shall be made to this agreement unless agreed to on writing by both the parties. 18.#If contractor fails to provide satisfactory services or fails to provide replacement of equivalent car of make model or any deviation from the contract as penalty 25% of cost for that trip will be deducted from the monthly bill. 19. The contractor should keep the company indemnified & save the Company harmless from any & all claims whatsoever whether for damages cost or otherwise arising from injuries or alleged injuries to or death of any persons whatsoever (including the company's representative &					



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	employees) or arising from damages or alleged damages to the property. Vendor should also be responsible for his driver's comprehensive insurance within 15 days of commencement of contract vendor must submit copies of all insurance documents. 20. There must be valid fire extinguisher available in each car. 21. Rates should be inclusive of all Govt. Taxes / Duties etc., will be applied as per locations. 22. It will be mandatory for drivers to follow HSE rules / policies prevailing in PSO, use of seat belt, no Gutka, no betel (Pan) chewing & no smoking while driving car is essential to follow. 23. Tissue Box, & air freshener is required to be in car all the time, its mandatory.					