



**GOVERNMENT OF PAKISTAN  
TRADE DEVELOPMENT AUTHORITY OF PAKISTAN**

**BIDDING DOCUMENTS**

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**TENDER FOR HIRING THE SERVICES OF CAR RENTAL FIRM FOR  
FOOD AND AGRICULTURE EXHIBITION FOODAG-2026  
(November 23<sup>rd</sup> - 26<sup>th</sup>, 2026)**

**PART ONE**

## **SECTION I: Invitation for Bids**

**SUBJECT: SERVICES OF A CAR RENTAL FIRM FOR FOOD AND AGRICULTURE EXHIBITION FOODAG-2026 (NOVEMBER 23<sup>RD</sup> - 26<sup>TH</sup>, 2026)**

Trade Development Authority of Pakistan (TDAP), an authority established for promotion of trade and business, under the Ministry of Commerce, invites sealed bids from Car Rental Firms registered with Income Tax and Sales Tax Departments for services of Car Rental firm for Food and Agriculture Exhibition FoodAg-2026.

2. Bidding documents containing the details bidding document can be downloaded from PPRAEPADS website (<https://eprocure.gov.pk/>). In case of downloading bidding document, the bidders, shall be required to submit pay order of amount Rs 10,00/- upon submission of the bids.

3. Single Stage-Two Envelope Procedure would be used for Open Competitive Bidding. In the first stage only the technical proposals will be opened. Later, the financial proposals of only the technically qualified firms will be opened. Financial proposals should accompany a bid security equivalent to two per cent (2%) of the bid amount in the form specified in the Bidding documents. Both the technical and the financial proposals must be sealed separately. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s) in accordance with the Procurement Rules.

4. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of the Assistant Manager(Agro and Food), Trade Development Authority of Pakistan (TDAP), FTC Building, Shahra-e-Faisal, Karachi, on or before 11:00 A.M. on **19<sup>th</sup> October OCTOBER , 2026**. Bids will be opened on the same day at 11:50 P.M. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

Deputy Manager  
(Agro & Food Division)

**Trade Development Authority of Pakistan**

**Ministry of Commerce**

**Government of Pakistan**

FTC Building, Shahra-e-Faisal, Karachi

Tel: 021-111-444-111 Ext: 467 Fax: 021-99202701: Email:

**TECHNICAL Annexure I to Part One**

| <b>S. No</b> | <b>Parameters against which technical evaluation shall be done</b>                                                                                                                                          | <b>Scoring brackets</b> | <b>Total points allocated</b> |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------|
| <b>1</b>     | <b>Company Profile, Company Registration Certificate, NTN, GST, Non-Blacklisting Certificate, Non-Litigation Certificate.</b>                                                                               |                         | <b>15</b>                     |
| 1.1          | Company Profile,                                                                                                                                                                                            | 5                       |                               |
| 1.2          | Company Registration Certificate,                                                                                                                                                                           | 2                       |                               |
| 1.3          | NTN                                                                                                                                                                                                         | 2                       |                               |
| 1.4          | GST                                                                                                                                                                                                         | 2                       |                               |
| 1.5          | Non-Blacklisting Certificate, Non-Litigation Certificate,                                                                                                                                                   | 4                       |                               |
|              |                                                                                                                                                                                                             |                         |                               |
| <b>2</b>     | <b>Clientele and Detail of Contract.</b><br>Name of Client, Nature of Services, Contract/Work Order & Date, Contract Period & Value, Types/Number of Vehicles Provided.                                     |                         | <b>10</b>                     |
| 2.1          | ≥ 30 MNCs or local companies and event organizers                                                                                                                                                           | 10                      |                               |
| 2.2          | ≥ 20 ≤ 11 MNCs or local firms in any trade                                                                                                                                                                  | 7                       |                               |
| 2.3          | ≥ 10 ≤ 8 MNCs or local firms in any trade                                                                                                                                                                   | 3                       |                               |
| <b>3</b>     | <b>No. of employees, Relevant Qualifications and Experience of Team with CV,s.</b>                                                                                                                          |                         | <b>05</b>                     |
| 3.1          | Number of employees >30                                                                                                                                                                                     | 05                      |                               |
| 3.2          | Number of employees ≤20                                                                                                                                                                                     | 02                      |                               |
| <b>4</b>     | <b>Relevant Experience of Car rental services</b>                                                                                                                                                           |                         | <b>10</b>                     |
| 4.1          | Relevant to car rental services with > 25 years' experience in the field.                                                                                                                                   | 10                      |                               |
| 4.2          | Relevant to car rental services with ≤ 20 years' experience in the field                                                                                                                                    | 7                       |                               |
| <b>5</b>     | <b>Car Rental Experience: Details of previous contracts, particularly for TDAP and other trade events, exhibitions, international delegations, conferences, and special events — 2 marks per TDAP event</b> |                         | <b>20</b>                     |
| 5.1          | <b>Car Rental Experience: Details of previous contracts, particularly for TDAP events, exhibitions, international delegations, conferences 2 marks per TDAP event</b>                                       | 15                      |                               |
| 5.2          | <b>Car Rental Experience: Details of previous contracts for trade events, exhibitions, international delegations, conferences other than TDAP.</b>                                                          | 5                       |                               |
| <b>6</b>     | <b>Capacity to arrange Number of Vehicles/fleet with detail (Coasters,Hiaces, cars,) attach detail of Vehicles</b>                                                                                          |                         | <b>15</b>                     |

|          |                                                                                                                                                                                                                  |    |                  |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------|
|          | <b>Documents and Pictures</b>                                                                                                                                                                                    |    |                  |
| 6.1      | Greater & Equal to 50                                                                                                                                                                                            | 15 |                  |
| 6.2      | Greater than 40                                                                                                                                                                                                  | 10 |                  |
| 6.3      | Less than 20                                                                                                                                                                                                     | 0  |                  |
| <b>7</b> | <b>Capacity to arrange the Bulletproof Vehicles.</b>                                                                                                                                                             |    | <b>10</b>        |
| 7.1      | Capacity to arrange Bulletproof Vehicles Land Cruiser, Fortuner, Double Cabin Revo/Vego with all security clearance parameter documents and standard B5 / B6. Minimum 10 Bullet proof vehicles detail submitted. | 10 |                  |
| 7.2      | No Capacity to arrange Bulletproof Vehicles.                                                                                                                                                                     | 0  |                  |
| <b>8</b> | <b>Financial Strength of The Firm</b>                                                                                                                                                                            |    | <b><u>15</u></b> |
| 8.2      | Must Chartered Accountant Audited certified accounts showing cash balances of more than 40 million in the relevant year                                                                                          | 15 |                  |
| 8.3      | Audited certified accounts showing cash balances of less than 20 million in the relevant year                                                                                                                    | 07 |                  |
|          | <b>TOTAL</b>                                                                                                                                                                                                     |    | <b>100</b>       |

**Minimum Passing Marks are 70**



## **TRADE DEVELOPMENT AUTHORITY OF PAKISTAN**

### **Request for Financial Proposals from Pre-qualified firms for Car Rent a Company of Pakistan FOODAG 2026 23<sup>RD</sup> TO 26<sup>TH</sup> NOVEMBER 2026 at Karachi**

#### **1. Introduction**

Reference is invited to TDAP's Request for Pre-Qualification of Rent-a-Car Firms for providing transportation services during FOODAG 2026, scheduled to be held in Karachi from 23rd to 26th November 2026. Reference.

TDAP requests the financial proposals from technically pre-qualified firms for the Cars & Bullet proof Vehicles services during the FOODAG 2026.

#### **Duration**

The contract shall be **project-based** and shall remain valid for the successful execution and completion of the assigned event, including all transportation services required during the event period.

#### **3. Mode of Payment**

- i. Payment shall be made at **100%** upon the successful completion of the event, subject to satisfactory performance, verification of the services rendered against the approved BOQs, and certification by the concerned TDAP officials. Payment shall be made on the basis of the actual services utilized.
- ii. All payments shall be made through **crossed cheque or bank transfer** in Pakistani Rupees (PKR), after deduction of all applicable taxes in accordance with the prevailing Government rules.

#### **4. General Terms and Conditions**

- i. In accordance with the directives of the Honorable Prime Minister and the applicable PPRA Rules, all procurement activities shall be conducted through the **e-Pak Acquisition and Disposal System (e-PADS)**. Accordingly, all tender documents, including the Tender Notice, shall be uploaded on e-PADS. Bidders shall submit their bids electronically through e-PADS only. No physical submission of bids or supporting documents shall be accepted unless specifically permitted under the applicable PPRA Rules.
- ii. Pre-qualified firms shall remain responsible for responding to all Requests for Proposals (RFPs), Requests for Quotations (RFQs), or any other procurement requests issued by TDAP from time to time. Failure to respond without valid justification, repeated non-responsiveness, or persistent unsatisfactory performance may result in forfeiture of the Performance Guarantee/Security and blacklisting in accordance with the PPRA Rules and applicable Government regulations.
- iii. If the firm fails to provide the required services in accordance with the project requirements, specifications, or agreed timelines, TDAP shall have the right to forfeit the Performance Guarantee/Security and complete the remaining work at the risk and cost of the contractor, without prejudice to any other rights and remedies available under the Contract and applicable laws.

- iv. The Terms and Conditions of the Contract and the prescribed quality standards shall be strictly enforced. No escalation in the quoted rates or contract price shall be allowed during the currency of the Contract, except where specifically permitted under the PPRA Rules or the Contract.
- v. TDAP reserves the right to increase or decrease the number of vehicles or the scope of services in accordance with the PPRA Rules and the actual project requirements. Payment shall be made strictly on the basis of the actual number of vehicles utilized and services provided, as verified by TDAP.
- vi. The quoted rates shall be inclusive of all applicable Government taxes, duties, levies, toll taxes, fuel charges, driver charges, parking charges, and all other incidental costs. No separate claim on any account shall be entertained.
- vii. All applicable taxes shall be deducted at source in accordance with the prevailing Government rules and regulations.
- viii. The firm shall prepare and manage vehicle deployment schedules in consultation with TDAP to ensure the timely, efficient, and uninterrupted provision of transportation services throughout the event and all related activities.
- ix. If the performance of the firm is found to be unsatisfactory or the firm fails to fulfill its contractual obligations, TDAP may terminate the Contract, forfeit the Performance Guarantee/Security, and arrange the remaining services through another contractor at the risk and cost of the defaulting firm, without prejudice to any other legal remedies available under the Contract and applicable laws.

## 2. Post Qualification Procurement Procedure

### Request for Proposal (RFP)/Request for Quotation (RFQ):

- i. The Request for Proposal (RFP) / Request for Quotation (RFQ) shall be uploaded on the EPADS portal for all pre-qualified firms in accordance with the applicable PPRA Rules and Regulations.
- ii. The RFP/RFQ shall be floated through EPADS to all pre-qualified firms in accordance with the PPRA Rules and relevant provisions, depending upon the nature, scope, and complexity of the required goods, works, or services.
- iii. The pre-qualified firms shall be responsible for responding to all queries, clarifications, and communications issued by TDAP within the stipulated timelines specified in the RFP/RFQ, BOQs, or EPADS.
- iv. All proposals shall be opened and evaluated strictly in accordance with the evaluation criteria and procedures set out in the respective RFP/RFQ, BOQs, and the applicable PPRA Rules.
- v. The contract shall be awarded to the Lowest Evaluated Bidder or the Best Evaluated Bidder, as applicable, in accordance with the PPRA Rules. The successful bidder shall be bound to provide the required services in accordance with the terms of the contract, work order, and the specifications approved by TDAP.
- vi. Payment shall be made in accordance with the terms and conditions specified in the RFP/RFQ, BOQs, and the executed contract. Invoices shall be processed only upon submission of a complete and correct invoice, along with all required supporting documents, and subject to satisfactory performance and certification by the authorized TDAP representative.

### 3. Minimum Terms and Conditions for Post-Qualification Procurement

Following Conditions of the services provision will be applied to the post-qualification procurements:

- i. Incomplete, conditional, and party I responses will not be accepted.
- ii. The selected/pre-qualified firm(s) will be responsible for provide Bullet proof vehicles at the events at its own risk and cost.
- iii. The period of deliveries will commence from the date of the receipt of the work order by the supplier or as specified on the work order.
- iv. Unless otherwise 'Agreed', delivery of the rent a car services against work order shall be made at designated offices/ sites as per the BoQs / instructions of the client as per Work Order.
- v. A satisfactory report regarding the provision of services shall be furnished by the Authorized Officer.
- vi. In case of any damages during events execution, it will be the firm's risk and expense.

### 4. Liquidated Damages

- a.** In case of delay or mismanagement in the execution of the events or failure to perform the services within the stipulated time TDAP shall have the right to impose liquidated damages at the rate of Ten percent (10%) of the total Work Order/contract amount for each day of delay before the event day up to only 01 day, and to a maximum limit of ten percent (10%) of the total Work Order/contract amount. failing which the contract shall be deemed to have been cancelled, and the bid security / performance Guarantee of the firm shall stand forfeited. The liquidated damages shall be recoverable from any payments due to the contract or through any other lawful means under the contract.
- b.** If the firm fails to provide services as per requirements, the TDAP reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the contract.
- c.** The present wording stipulates 10% per day up to a maximum of 10%, which appears ambiguous as the maximum limit would be reached after one day.
- d.** It is recommended to revise the clause as follows:

*"Liquidated damages at the rate of 1% per hour per vehicle, subject to a maximum of 10% of the total contract price."*

### 5. Force Majeure

- a.** "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Purchase Order/Work Order/Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockdowns or other industrial issues are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies.

- b.** Force Majeure shall not include (i) any event which is caused by the negligence or intentional actions of a firm or its agents or employees, nor (ii) any event which a diligent firm could reasonably have been expected to both (a) take in to account at the time of the conclusion of this Purchase Order/Work Order/ Contract and (b) avoid or overcome in the carrying out of its obligations here under.
- c.** Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

## 6. Site Visit Clause

- i. The clause relating to the physical verification/site visit of qualified firms before opening of the financial proposals pertains to the technical evaluation stage and has already been completed. It is therefore recommended that this clause be deleted from the Financial RFP to avoid ambiguity and duplication. Site Visit Clause.
- ii. The clause relating to the physical verification/site visit of qualified firms before opening of the financial proposals pertains to the technical evaluation stage and has already been completed.
- iii. It is therefore recommended that this clause be deleted from the Financial RFP to avoid ambiguity and duplication.

## 7. Confidentiality

- i. A confidentiality clause may be incorporated requiring the contractor to maintain confidentiality of:
  - a. Delegates' information
  - b. Travel itineraries
  - c. Official documents
  - d. Security arrangements
  - e. Personal information

## 8. Intellectual Property

- i. It is recommended to include a clause specifying that all photographs, videos, route plans, schedules, reports, and other deliverables prepared under the contract shall remain the exclusive property of TDAP.

## 9. Blacklisting

If the Supplier fails or delays in the performance of any of its obligations under the Purchase Order, Work Order, or Contract; violates any provision or breaches any of the terms and conditions of the Purchase Order, Work Order, or Contract; or is found to have engaged in corrupt or fraudulent practices in competing for or executing the Purchase Order, Work Order, or Contract, TDAP may, at any time, without prejudice to any other rights or remedies available to it, blacklist the firm either indefinitely or for a specified period.

## 10. Dispute Resolution

- a.** The TDAP and the Event Management Firm shall make every effort to resolve amicably, through direct and informal negotiations, any disagreement or dispute arising between the parties under or in connection with the Contract.

- b. In case of any dispute, the matter will be referred to the Tender Committee, TDAP, whose decision will be binding on both parties.

#### **11. Clarifications:**

Queries regarding this prequalification shall be submitted in writing through the e-Pak Acquisition and Disposal System (e-PADS) only.

#### **Schedule of Requirements / Terms of Reference.**

1. TDAP requires services of a car rental company for providing transport facility to visiting delegates during FOOD AG 2026.
2. TDAP requires Chauffeur driven Cars/ Bullet proof Coasters/Hiace/ Bullet proof of Land Cruisers with fuel.
3. Vehicles shall be required from 20<sup>th</sup> to 27<sup>th</sup> November, 2026. The number required each day shall vary and TDAP shall pay for the actual numbers utilized in a particular day. The actual number of particular vehicles required each day shall be intimated to the service provider in advance depending on arrival and departure schedules of visiting guests.
4. Vehicles should not be older than 04 years, air-conditioned with neat & clean dress.
5. The drivers should have valid driving license, valid CNIC and at least five visiting cards containing his name and cell number.
6. All drivers Specially Land Cruiser's Drivers should have a basic understanding of English and should be well versed with Karachi routes and with using navigation apps.
7. All Drivers to be uniformed in white shirts, black pants and black shoes.
8. The service provider shall completely cooperate with the security agencies and arrange for security clearance of vehicles as per required procedure.
9. The firm will provide list of vehicles with name and contact numbers of the chauffeurs along with specified shifts.
10. The qualified firms in technical bid will be visited before the opening of financial bid to assure the working of firm.
11. The vehicles will be used for out of city for factory visits of delegates.
12. Meals of drivers to be managed by themselves strictly. No compromise on hygiene and efficiency of drivers and overall service
13. Overtime and Extra Mileage Charges of the vehicle will be considered as part of the tender; No separate document will be issued for overtime or extra mileage.

**Price Schedule in Pak. Rupees/ Financial Bid 22<sup>nd</sup> to 27<sup>th</sup> November 2026.**

**Estimated Requirement of Vehicles for 06 Days**

Name of Bidder \_\_\_\_\_ IFB Number \_\_\_\_\_ Page of \_\_\_\_\_

| Sr # | Description of Item                                                                                                                                                                                                                              | Quantity | Unit Rate (Rs)    | Total Amount (Unit Rate x Total Qty x 06 Days) (Rs) |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------|-----------------------------------------------------|
| 1    | Sedan cars not less than 1300 CC and not older than 3 years on 24 hours basis with fuel and driver (Up to <b>150</b> kms Per Day). Duty Time 24 Hours <b>Driver will Change after 12 hour duty.</b>                                              | 15       | Per car / day     |                                                     |
| 2    | Sedan cars not less than 1300 CC and not older than 3 years for upto 15 hours with fuel and driver (Up to 100 kms Per Day). Duty Time To Be Communicated By TDAP As Per Requirement.                                                             | 50       | Per car / day     |                                                     |
| 3    | Vehicles Double Cabin Hilux,REVO, VIGO, , 4seater Capacity not less than and not older than 3 years for up to 15 hours with fuel and driver (Up to <b>150</b> kms Per Day). Duty Time To Be Communicated By TDAP As Per Requirement.             | 6        | Per Vehicle / day |                                                     |
| 4    | Vehicles Land Cruiser , not less than 3500 CC and not older than 3 years for up to 15 hours with fuel and driver (Up to 150 kms Per Day). Duty Time To Be Communicated By TDAP As Per Requirement                                                | 6        | Per Vehicle / day |                                                     |
| 5    | Vehicle Fortuner/ Prado not less than 2694 CC and not older than 3 years for up to 15 hours with fuel and driver (Up to <b>150</b> kms Per Day). Duty Time To Be Communicated By TDAP As Per Requirement.                                        | 6        | Per Vehicle / day |                                                     |
| 6    | Bulletproof Vehicles Double Cabin Hilux,REVO, VIGO, , 4seater Capacity not less than and not older than 3 years for up to 15 hours with fuel and driver (Up to <b>150</b> kms Per Day). Duty Time To Be Communicated By TDAP As Per Requirement. | 10       | Per Vehicle / day |                                                     |
| 7    | Bulletproof vehicles Land Cruiser , not less than 3500 CC and not older than 3 years for up to 15 hours with fuel and driver (Up to 150 kms Per Day). Duty Time To Be Communicated By TDAP As Per Requirement..                                  | 10       | Per Vehicle / day |                                                     |
| 8    | Bullet proof Fortuner/ Prado not less than 2694 CC and not older than 3 years for up to 15 hours with fuel and driver (Up to <b>150</b> kms Per Day). Duty Time To Be Communicated By TDAP As Per Requirement.                                   | 10       | Per Vehicle / day |                                                     |

|                             |                                                                                                                                                                       |    |                   |  |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------------|--|
| 9                           | Coasters; 22 Seaters not older than 5 years for up to 15 hours with fuel and driver (Up to 150 kms Per Day). Duty Time To Be Communicated By TDAP As Per Requirement. | 25 | Per Coaster / day |  |
| 10                          | Hiace 14 Seater Vans not older than 5 years for upto 15 hours with fuel and driver (Up to 150 kms Per Day). Duty Time To Be Communicated By TDAP As Per Requirement.  | 15 | Per Coaster / day |  |
| <b>Total with all Taxes</b> |                                                                                                                                                                       |    | <b>Rs.</b>        |  |

**Overtime and Extra Mileage Charges of the vehicle will be considered as part of the tender; no separate document will be issued for overtime or extra mileage.**

| <b>B. <u>Extra Shift Estimated Requirement of Vehicles for 06 Days:</u></b> |                                                                    |                                                                                                    |                                                 |  |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------|--|
| 1                                                                           | Extra shift per Sedan car                                          | Total Costing of Extra Shifts @<br>(i) 09 Hours and<br>(ii) 50 KMs<br>Basis for Evaluation Purpose | (i) Per Hour Rate Rs.:<br>(ii) Per Km Rate Rs.  |  |
| 2                                                                           | Extra shift per Coaster.                                           | Total Costing of Extra Shifts @<br>(i) 09 Hours and<br>(ii) 50 KMs<br>Basis for Evaluation Purpose | (i) Per Hour Rate Rs.:<br>(ii) Per km Rate Rs.: |  |
| 4                                                                           | Extra shift Per Hiace                                              | Total Costing of Extra Shifts @<br>(i) 09 Hours and<br>(ii) 50 KMs<br>Basis for Evaluation Purpose | (i) Per Hour Rate Rs.:<br>(ii) Per km Rate Rs.: |  |
| 5                                                                           | Extra shift per Bullet proof Land cruiser cc 3500 (or equivalent). | Total Costing of Extra Shifts @<br>(i) 09 Hours and<br>(ii) 50 KMs<br>Basis for Evaluation Purpose | (i) Per Hour Rate Rs.:<br>(ii) Per Km Rate Rs.: |  |
|                                                                             | Extra Shift Fortuner/Prado Bullet Proof 2755.                      | Total Costing of Extra Shifts @<br>(i) 09 Hours and<br>(ii) 50 KMs<br>Basis for Evaluation Purpose | (i) Per Hour Rate Rs.:<br>(ii) Per Km Rate Rs.: |  |

|                                                             |                                                        |                                                                                                    |                                                 |  |
|-------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------|--|
| 6                                                           | Extra shift Per Vego/Revo/Double cabin (Bullet Proof). | Total Costing of Extra Shifts @<br>(i) 09 Hours and<br>(ii) 50 KMs<br>Basis for Evaluation Purpose | (i) Per Hour Rate Rs.:<br>(ii) Per Km Rate Rs.: |  |
|                                                             | Extra shift Per Vego/Revo/Double cabin.                | Total Costing of Extra Shifts @<br>(i) 09 Hours and<br>(ii) 50 KMs<br>Basis for Evaluation Purpose | (i) Per Hour Rate Rs.:<br>(ii) Per Km Rate Rs.: |  |
|                                                             | Extra Shift Fortuner/Prado 2694 CC.                    | Total Costing of Extra Shifts @<br>(i) 09 Hours and<br>(ii) 50 KMs                                 | (i) Per Hour Rate Rs.:<br>(ii) Per Km Rate Rs.: |  |
|                                                             | Extra shift per Land cruiser cc 3500 (or equivalent).  | Total Costing of Extra Shifts @<br>(i) 09 Hours and<br>(ii) 50 KMs                                 | (i) Per Hour Rate Rs.:<br>(ii) Per Km Rate Rs.: |  |
| <b>Total of “B” Component with all Taxes (for 06 Days):</b> |                                                        |                                                                                                    | <b>Rs:</b>                                      |  |
| <b>Grand Total of A+B With All Taxes (For 06 Days):</b>     |                                                        |                                                                                                    | <b>Rs:</b>                                      |  |

**Note:**

- (i) The vehicles will be required from **22<sup>nd</sup> To 27<sup>th</sup> Novemembr** 2026 as the preparations for the event start few days earlier than the 1<sup>st</sup> day of the event.
- (ii) Bill / invoice will be paid on basis of actual utilization of the vehicles.
- (iii) Rates of the vehicles not provided in any category will lead to the rejection of the bid of the company not providing such details.
- (iv) Any other rates / terms and conditions levied by the participating firm / successful bidder shall not be acceptable even in the final contract agreement. Bid of the firm presenting any additional rates / terms and conditions after the award of the contract shall be cancelled and the contract shall be awarded to the next / 2<sup>nd</sup> lowest evaluated and responsive bidder.
- (v) TDAP may increase or decrease the quantity of vehicles as per requirements; it should not affect the quoted rates.
- (vi) The vendor shall provide the meals to the drivers and supporting staff with the vehicles.
- (vii) The vendor is responsible for the wear/tear of vehicle (s).
- (viii) Bill / invoice will be paid on basis of actual utilization of the vehicles, after due verification by the team deputed by TDAP for liaison with the service providers / scrutiny of the services.

(ix) Rates of the vehicles not provided in any category will lead to the rejection of the bid of the company.

(iv) Any other rates / terms and conditions levied by the participating firm / successful bidder shall not be acceptable event in the final contract agreement. Bid of the firm presenting any additional rates / terms and conditions after the award of the contract shall be cancelled and the contract shall be awarded to the next / 2nd lowest evaluated and responsive bidder.

#### **IMPORTANT NOTE:**

- i. In case of discrepancy between unit price and total price, the unit price shall prevail.
- ii. The whole amount will be deducted in case of substandard item (s) in addition to replacement of agreed quality products by the event manager in place of the substandard item (s) during the event.
- iii. The taxes would be calculated as per prevailing law.
- iv. The Procuring Agency may reject any or all bids communicating the reasons for rejection in writing at any time prior to the award of a contract.
- v. The quantities mentioned in the bidding documents are approximate, however, Work Order will be issued as per the actual requirement. TDAP may exclude any of the above mentioned items from the Bill of Quantity in the final work order, TDAP reserves the right to modify the final work order as per its requirements.
- vi. Incomplete / vague bids or any inputs deemed to be distortive and causing misinterpretation of the bids submitted by the bidder shall not be accepted and rejected forthwith.
- vii. The Service Providers shall be bound to provide the required supplies / services as per the Schedule of Requirements maintaining the best international quality standards to the satisfaction of the client / procuring agency. There shall be no compromise on quantities / quality of the requirements. At-least three notices issued by the client / procuring agency with reference to the quantities / quality of the requirements, which are not addressed to the satisfaction of the client in required timeframe, shall constitute sufficient grounds for temporary or permanent disqualification / blacklisting of the bidder / service provider.

#### **12. Bid Security:**

The bidder shall submit a Bid Security amounting to Rs. 500,000 in the form of a Pay Order or Demand Draft, payable in favor of the Trade Development Authority of Pakistan (TDAP), along with the bid. Failure to submit the required Bid Security shall render the bid non-responsive.

#### **13. Award Criteria:**

The Procuring Agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the most advantageous bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

#### **14. Procuring Agency's Right to Vary Quantities at Time of Award**

o The Procuring Agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. Clause 14 provides for increase/decrease in quantities by the percentage indicated in the Bid Data Sheet; however, no percentage has been specified.

o It is recommended to specify the permissible variation (e.g., up to 15%, or as deemed appropriate by TDAP).

#### **15. Procuring Agency's Right to Accept any Bid and to Reject any or All Bids**

- The Procuring Agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders and in accordance with provisions of Public Procurement Rules 2004.

#### 16. Signing of Contract

- At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the bidding documents at ANNEXURE-IV, incorporating all agreements between the parties.
- Within three (03) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring Agency.

#### 17. Performance Guarantee

- Within three (03) days of receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the performance Guarantee of 10% of Bid value, verified and issued by the Bank.
- Failure of the successful bidder to fulfill its obligations, including execution of the contract or submission of the required performance security within the prescribed time, shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security. In such an event, the Procuring Agency may award the contract to the next most advantageous bidder or invite fresh bids, as deemed appropriate under the applicable procurement rules.

Signature of Bidder \_\_\_\_\_

#### Note:

- The vehicles will be required from 20<sup>th</sup> to 27<sup>th</sup> November, **2026** as the preparations for the event start few days earlier than the 1<sup>st</sup> day of the event.
- Bill / invoice will be paid on basis of actual utilization of the vehicles, after due verification by the team deputed by TDAP for liaison with the service providers / scrutiny of the services.
- Rates of the vehicles not provided in any category will lead to the rejection of the bid of the company.
- Any other rates / terms and conditions levied by the participating firm / successful bidder shall not be acceptable event in the final contract agreement. Bid of the firm presenting any additional rates / terms and conditions after the award of the contract shall be cancelled and the contract shall be awarded to the next / 2<sup>nd</sup> lowest evaluated and responsive bidder.

#### 1. Service Level Agreement (SLA)

- To ensure measurable service standards, the following SLA provisions may be incorporated:
  - Chauffeur shall report at the designated pickup location at least 15 minutes prior to the scheduled reporting time.
  - Replacement vehicle and chauffeur shall be provided within 30 minutes in case of breakdown or unavailability.
  - Vehicles shall be clean, sanitized, air-conditioned, mechanically fit, and maintained in excellent condition throughout the contract period.

- The contractor shall ensure 100% vehicle availability as per the deployment schedule.
- Chauffeurs shall be professionally dressed, courteous, possess valid driving licences, and comply with all security protocols.
- At least 95% of scheduled pickups and drop-offs shall be completed on time. Delays attributable to the contractor may be treated as a service deficiency.

Signature of Bidder\_\_\_\_\_